

This sample resume belongs to a first-year student applying for an internship.

**INTERNSHIP APPLIED FOR:**

**Position:** Watershed Intern

**Organization:** Imaginary River Watershed Association

**Contact:** Kathleen Beetle

**Email:** kbeetle@irwa.org

**Description:** The intern's responsibilities include tasks such as water quality and flow field investigations, laboratory analyses, sample bottle washing and delivery, data tabulation, assistance with mailings, conducting surveys and related work supporting these and other efforts.

**Qualifications:** Enrollment in accredited university and must have completed 24 credit hours (including no less than 8 credit hours in botany, zoology, conservation biology, ecology, geology, or related courses) with an accumulated GPA of 3.00 or better (4.00 scale). Physical ability to conduct extended foot surveys in rugged country. Aptitude for fieldwork.

**Location:** Massachusetts

**Compensation:** Housing and stipend

**Application Procedure:** Send resume and cover letter

**Resume on next page**

**JANE M. DOE**  
spartan@msu.edu

**CURRENT ADDRESS**  
123 Go Green St.  
East Lansing, MI 48823  
(517) 555-1212

Contact information is  
clear and at the top of  
resume

**PERMANENT ADDRESS**  
1004 Go White St.  
East Lansing, MI 48826  
(517) 555-1212

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**OBJECTIVE**

To obtain a part-time internship position as a watershed intern, and to learn more about aquatic ecosystem health

This objective is clearly related to job announcement

**SKILLS SUMMARY**

- Experience using pH meters, performing titrations, making serial dilutions, and conducting other basic biological and chemical techniques
- Able to quickly learn and use new computer programs
- Able to communicate well both verbally and in writing
- Previous hiking experience; completed 25 miles of the Appalachian Trail.

Skills are at top;  
related to job  
announcement

**EDUCATION**

**Bachelor of Arts, Zoology**  
Michigan State University, East Lansing, MI  
Cumulative G.P.A.: 3.2/4.0

Expected: May 2005

Major and degree  
stated; High school is  
NOT on the resume

**EXPERIENCE**

**Waitress** August 2001- Present  
Alice's Restaraunt, East Lansing, MI

Each bullet  
begins with an  
action verb

- Provided quality customer service in a fast-paced team environment
- Trained new staff
- Used organizational and problem-solving skills to deliver meals accurately and on time
- Received numerous compliments on service from employer and customers.

**COMPUTER SKILLS**

Proficient in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Internet Explorer, and electronic mail systems

**COMMUNITY SERVICE**

**Volunteer**, Alternative Spring Break Program, Service-Learning Center, March 2002.

**PORTFOLIO AND REFERENCES AVAILABLE UPON REQUEST**