

## RESUME INSTRUCTIONS, TIPS & SAMPLE

Your resume is your opportunity to highlight the education, skills, and experiences that make you stand out as a top candidate for the program. The resume you submit will be used for the **admissions** and (if requested) **scholarship review** processes.

### INSTRUCTIONS AND TIPS

The tips listed below are written with the perspective of almost 50 years of placing students in internships with top Washington, DC organizations for our DC internships program. While TFAS international programs do not incorporate an internship, we encourage you to follow these guidelines with the resume you submit. **A sample resume is available below, but you do not need to follow the exact formatting.**

- ❖ One page typed resume
- ❖ Do not include photos or graphics on your resume

Please include the following:

- Contact Information: Current email address
- Education
  - List all colleges or universities attended and applicable dates, including expected date of graduation
  - Majors and minors
  - Include GPA if above a 3.5
- Professional Experience
  - Past internship, work or volunteer experience
  - Campus involvement
- Scholarships, awards or induction into honor societies
- Special fields of study or research
- Language Skills
- Computer Skills
- Relevant Activities
  - Political or office experience
  - Languages spoken and international experience
  - Journalism or PR experience
  - Leadership or civic engagement

### TIPS

- Proofread- make sure that before you submit your resume you have edited for any typos
- Use action verbs and descriptive language
- Avoid first person or narrative format
- Simple fonts with no more than 2-3 font types
- Appropriate email address for professional use
- Order of resume sections:
  1. Education
  2. Professional experience
  3. Other activities
- Be strategic about what you include and their order
- Highlight long-term activities or those in which you have taken a leadership role
- Use your resources- check with your university's career center, mentors, internship or work contacts, academic advisors, professors, friends, or family for helpful hints and proofreading assistance

\*\*\*This is only a sample resume, the exact format does not need to be followed\*\*\*

# MOLLY E. MAJOR

555 North East Rd. · Frankenfield, MA 12345 · 222.333.444 · molly.elizabeth.major@gmail.com

---

## EDUCATION

**State University**, Calmwater, MO

May 2020

Bachelor of Arts in Political Science, Minor in Economics

## SELECTED PROFESSIONAL EXPERIENCE

### An Organization You Know

*Associate*

Summer 2018 - present

- Responsible for supervising two student interns
- Arranged logistics for briefings with various staff members and government officials
- Restructured filing system for office-wide data entry
- Coordinated logistics for up to 120 business events in major cities across the country
- Maintained supporter, client and volunteer national database

### Jones for Congress Campaign

December 2017 – May 2018

*Intern*

- Served as a campaign intern by managing phones, filing mail, and responding to or referring to constituent concerns
- Aided Events/Fundraising Department by conducting research on potential donors

### Alternative Spring Break Trip

December 2016 – May 2017

*Executive Director*

- Supervised 12 student staff members
- Organized programming and budget for week long program
- Facilitated communication among constituents regarding various issues

## SELECTED LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

### National Women's Fraternity Executive

2017 – 2018

*Chapter President*

- Managed 35 officers in the implementation of chapter policy and event planning
- Assisted over 190 chapter members as a 24 hour emergency contact
- Served as a liaison between Advisory Board, university officials and chapter members
- Authored and supervised the implementation of recruitment plan to increase size of pledge class by 35%

### State Daily Newspaper, State University

2018

*Assistant Editor*

- Responsible for assigning coverage to 15 staff writers
- Editing articles for print and online publication

### Great Work Service Group, State University

February 2016 – November 2017

*Committee Member*

- Designed and coordinated university and community wide service projects raising over \$20,000 for Habitat for Humanity and the Susan G. Komen Breast Cancer Foundation

## VOLUNTEERISM

Court Appointed Special Advocates volunteer

Summer 2016

Habitat for Humanity volunteer

June 2015 – March 2016

Relay for Life volunteer

August 2015

## HONORS AND AWARDS

Mortar Board Honors Society

Smart Kids Scholarship

Dean's Honor Roll