Berkeley Global Internships

Paris Resume Tips

There will be two tracks for internship placements:

Track 1: Internship in English
- Minimum = Prior French study is recommended but not required
- No university-level French is required to participate in this program, however, a beginner French course prior to departure is recommended for those without any language background.
- Please use the resume template provided on the next page.

Track 2: Internship in French
- Minimum = French 102 or equivalent
- A minimum of five semesters of university-level French is required by the end of the last semester prior to departure (French 102 or equivalent).
- Please use the resume template provided on the next page and highlight your French language skills. Please submit your resume in both English and also translated into French.

First and Last Name

Education

University **|** City, State   *Month 2020 - Present*
Postgraduate   anticipated Month Year
- ● Special Achievements, GPA (to scale), Deans list, etc

University **|** City, State   *Month 2020 - Present*
Bachelor of Science   anticipated Month Year
- ● Special Achievements, GPA (to scale), Deans list, etc

Name **|** City, State   *Month 2020 - Present*
High school   anticipated Month Year
- ● Special Achievements, final score, etc

Related Work Experience

Company | City, State Abbrev.   *Month 2020 - Present*
Position Title
- ● Relevant task or responsibility
- ● Relevant task or responsibility
- ● Achievements and developed skills

Company | City, State Abbrev.   *Month 2020 - Month 2020*
Position Title
- ● Relevant task or responsibility
- ● Relevant task or responsibility
- ● Achievements and developed skills

Company | City, State Abbrev.   *Month 2020 - Month 2020*
Position Title
- ● Relevant tasks or responsibilities
- ● Relevant tasks or responsibilities
- ● Achievements and developed skills

Academic courses and projects

Class #1   *Fall 2020*
- ● Relevant course concept
- ● Key learnings

Project #1   *Fall 2020*
- ● Project description
- ● Responsibilities, skills and initiatives

Extracurricular activities

Member, *Association name*   *Month 2020 - Present*
- ● Relevant Task or responsibility
- ● Relevant Bullet Point

Technical skills

- ● Technical skills and proficiency (specify if certified)

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Languages

- Language 1 - *native*
- Language 2 - *level*