Berkeley Global Internships

As part of your application for the Global Internships Program you will submit a recent resume. Scroll down for top tips and a sample template to help you prepare this key document based on your internship location.

This guide has been created for internships in Singapore.

While the top tips are similar to a U.S. style resume, we recommend adding a summary statement. Singaporean employers value candidates with an excellent learning attitude and ability to be independent and show initiative. Your summary statement is a great opportunity to highlight these attributes.

Singaporean English does have different spellings than American English but incorporate these changes only if you can be 100% consistent. Looking to use technology as a tool? Change the spelling and grammar settings to British (UK) English before review.

TOP TIPS FOR YOUR SINGAPOREAN STYLE RESUME

- *Begin each statement with an action verb*
- *Demonstrate skills with specific examples*
- *Show results with numbers, deliverables, or impact*
- *List relevant technical skills that will help showcase capabilities*
- *Limit the document to one page, particularly if you are an early career candidate*
- *Avoid formatting distractions: document should be consistent, simple and organized*
- *Proofread, proofread, proofread…then have friends & family proofread again!*
- *Bonus Tip: Keep your LinkedIn profile updated and consistent with your resume*

Early in your program and its placement process, the team from Global Career Center (GCC) will provide feedback to help further refine and revise your resume. Look forward to continuing to iterate this key document as you prepare for and then incorporate the experience from your Global Internships Program!

GLOBAL CAREER CENTER
CONNECTING EMPLOYABILITY AND EDUCATION

[Name]

[Phone Number] | [Email Address]

Overview to summarize your background, attributes and potential contribution. Two separate examples follow:
(1) Organized and enthusiastic marketing student seeks an internship during Global Internships Program to be helpful and inspired while better learning the business aspects of running a firm.
(2) I am seeking a design internship as part of the Global Internships Program and can apply my excellent Adobe Illustrator skills to a real-world client relationship.

EDUCATION

[University Name]   **[City], [Province/Country]**
Bachelor of [Arts/Science] in [Major]   Expected [Grad Date]
- **Relevant Coursework:** [Economics, Accounting, Finance classes; Design, IT, Engineering classes]

ACADEMIC PROJECT EXPERIENCE

[Class Name], [University]   **[City], [Province/Country]**
[Position Title], [Group Name]   [Start Date] – [End Date]
- [Summary sentence describing project]
- [Implemented new marketing strategies including xxx which led to xxx]

WORK & VOLUNTEER EXPERIENCE

[Company Name]   **[City], [Province/Country]**
[Position Title], [Group Name]   [Start Date] – [End Date]
- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
  - [Project #1]
    - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
  - [Project #2]
    - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
  - [Project #3]
    - [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name]   **[City], [Province/Country]**
[Position Title], [Group Name]   [Start Date] – [End Date]
- [Summary sentence stating what you did and the overall results of your work]
- [Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]

[Student Club Name]   **[City], [Province/Country]**
[Position Title]   [Start Date] – [End Date]
- [Summary sentence stating what you did and the overall results of your work]
- [Recruited over xx members to club with promotional campaign]

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in [xx]; Conversational Proficiency in [xx]
Technical Skills: [List any programming languages, CRMs, design programs, advanced Excel skills]
Activities: [Student Clubs, Volunteer Work, Independent Activities]