

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 the United States.

TOP TIPS FOR YOUR U.S. STYLE RESUME

- *Begin each statement with an action verb*
- *Demonstrate skills with specific examples*
- *Show results with numbers, deliverables, or impact*
- *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*

DIFFERENCES BETWEEN CV AND RESUME

CURRICULUM VITAE

- Longer in Length (2+ pages)
- In-depth look at education and career
- Uses paragraphs and sentences
- Static: no change for different positions
- Includes pictures and personal information

RESUME

- Short, concise
- No longer than 1 page (early to mid career)
- Easy to read
- Provides relevant information
- Frequently updated and changed
- Relates to your job or internship objective

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!

[Name]

[Physical Address] | [Phone Number] | [Email Address]

EDUCATION

[University Name] [City], [State/Country]
Bachelor of [Arts/Science] in [Major] Expected [Grad Date]

- **GPA:** [xx] / 4.0; SAT: [xx] [If you studied outside the US, list grades under your system here instead]
- **Relevant Coursework:** [Economics, Accounting, Finance classes; Design, IT, Engineering classes]

PROJECTS

[Class Name], [University] [City], [State/Country]
[Position Title], [Group Name] [Start Date] – [End Date]

- [Summary sentence describing project]
- [Implemented new marketing strategies including xxx which led to xxx]

WORK & LEADERSHIP EXPERIENCE

[Company Name] [City], [State/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], [State/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], [State/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]

Interests: [Keep this to 1-2 lines and be specific; do **not** go overboard]