

## INTERNSHIP RÉSUMÉ TIPS & SUGGESTIONS

### Purpose:

The purpose of an internship résumé is for you to have a document to showcase **you** (your education, skill set, experience, etc.). You will send your résumé to organizations at

!

## INTERNSHIP RÉSUMÉ CRITERIA

CATEGORY	
Audience/ Purpose	-Audience is addressed consistently throughout -Purpose is state

## ACTION VERBS

Accomplished	Earned	Obtained	Sourced
Achieved	Edited	Operated	Spearheaded
Adapted	Enabled	Optimized	Standardized
Administered	Energized	Originated	Streamlined
Advised	Established	Orchestrated	Strengthened
Analyzed	Evaluated	Organized	Structured
Applied	Executed	Oversaw	Suggested
Arranged	Expanded		Supervised
Authored	Expedited	Participated	Supported
Assembled		Performed	Surpassed
Assisted	Facilitated	Planned	
Awarded	Functioned as	Prepared	Taught
		Presented	Targeted
Balanced	Gained	Produced	Tested
Budgeted	Gathered	Programmed	Trained
Built	Generated	Proposed	Transferred
		Proved	Translated
Coached	Handled	Provided	Traveled
Collaborated		Publicized	Troubleshoot
Collected	Implemented	Published	Tutored
Communicated	Improved		
Compiled	Influenced	Recommended	Underwrote
Completed	Informed	Recorded	Updated
Composed	Initiated	Recruited	
Conceived	Innovated	Remodeled	
Conceptualized	Installed	Rendered	
Conducted	Instructed	Reorganized	
Consolidated	Interacted	Represented	
Coordinated	Interpreted	Researched	
Counseled	Interviewed	Revamped	
Created	Invented	Reviewed	
Cut		Revised	
	Launched	Revitalized	
Delegated	Led		
Demonstrated		Saved	
Designed	Maintained	Scheduled	
Determined	Managed	Served	
Developed	Mastered	Set up	
Directed	Modernized	Simplified	
Displayed	Motivated	Sold	
Distributed		Solved	
Documented	Negotiated		