

Internship Sample Résumé

Career Lab Lucina Hall Room 235

Matthew A. Rawlings

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OBJECTIVE: To obtain a summer internship position in the area of human resource

management.

EDUCATION: Bachelor of Science in Human Resource Management, May 2011

Ball State University, Muncie, IN

RELATED Management Principles <> Personnel and Supervision <> Organizational

COURSEWORK: Behavior <> Managing Human Resources <> Entrepreneurship <> Quality Management <> Business Policy and Strategic Management <> Business

Ethics <> Employee Development <> Quantitative Business Analysis

RELATED Student Consultant, Managing Human Resources Class **EXPERIENCE:** Ball State university, Muncie, IN; August-December 2007

 Created a strategic plan by determining an organization's human resource needs through analysis and development of job requirements

 Developed qualifications for recruitment, selection procedures, placement, and orientation

Performed evaluations of selection programs

OTHER WORK Proofing Assistant, Ball State University Academic Systems **EXPERIENCE:** Muncie, IN: August 2010 – Present

Assist in preparation of graduate and undergraduate catalogs

Maintain catalogs on the web

Deliver mail on campus

• File, copy, and provide historical course information

Seasonal Host, Tony and Angelo's Italian Restaurant Madison, IN; Summers 2008-2010

Served as first contact for restaurant customers

Coordinated reservations and seating assignments

Seated customers while sharing restaurant's history

ACTIVITIES: Chair of Fundraising, Phi Gamma Nu Professional Business Fraternity

Ball State University, Muncie, IN; August-May 2008

• Developed and implemented new income strategies

 Maintained and was responsible for over \$1,000 of fundraising income revenue from four events over the

course of the year

VOLUNTEER Habitat for Humanity, Muncie, IN; June 2009-Present

EXPERIENCE: St. Mary's Food Mission, Madison, IN; January 2008-March 2009

Objectives

Objectives are optional, but can be helpful in identifying skills and abilities you have to offer an employer if hired.

Related Course Work

Use only descriptive names, not course numbers.

Related Experience

Emphasize classroom projects.

Other Work Experience

Use present-tense verbs for current positions.

Use past-tense verbs for previous positions.

Activities

Quantify your experiences with facts and figures.