

Examples & Tips for Evaluating Student Resumes

In this section you will find several sample student resumes. The resumes of potential intern candidates will be similar to potential new hires. Student resumes will also typically include sections for Education, Work Experience and Skills. However, since students are beginning their professional careers, they will often include other types of activities to demonstrate their skills. Students can develop skills which are applicable to the professional world through extracurricular organizations. For example, the president of a student organization will learn how to develop meeting agendas, moderate meeting discussions and mediate conflicts. On-campus employment may also help students to develop valuable skills, whether or not the job description pertains directly to the type of internship sought. For example, working in a departmental office could provide the student with opportunities for professional writing, taking minutes of meetings or preparing conference presentations. It is helpful to look at student resumes with these ideas in mind – consider the skills a student has developed through extracurricular or community organizations.

Evaluation Tips for Student Resumes

1. Does the student possess the skills required for the internship position?

You may wish to consider both the student's "hard skills" (such as knowledge of particular computer software) as well as "soft skills" (like communication).

2. Has the student completed relevant coursework for this internship?

Some internships will require that the student have completed certain courses. For example, it might be necessary for an engineering intern to have completed at least two semesters of coursework within his/her major.

3. In what extracurricular activities has the student participated?

Campus or community organizations provide additional opportunities for students to learn beyond the classroom. Has the student listed skills acquired through volunteer work or campus organizations?

4. Has the student listed honors and awards?

Top candidates will often list honors or awards they have received from their college, university or community.

5. Has the student listed class projects that are relevant to the internship sought?

Students will often complete class projects to develop professional skills. For example, a graphic design student may have developed a portfolio of original work in this field.