WHAT IS A RESUME?

A resume is the summary of your background, skills and qualifications, which are sent to potential host organizations (companies) for review.

Consider this document to be your personal marketing brochure with the goal of gaining the host organization's attention and to giving them the information they need to bring you to the next step in the intern selection process which is an interview.

Your resume is often the first document that a host organization would typically look at, so it serves as your first impression in the internship placement process.

A well-written and formatted resume tell the host organization a lot about your professionalism, and improves the chances for receiving an interview. Consider that host organizations compare resumes to decide who to interview.

Most CV's should 2 to 3 pages in length. A potential Host Organisation will on a first scan take 10 seconds to look at a CV; it is during this first scan that you need to give him or her a compelling reason to read on.

Use the first paragraph to clearly and concisely explain why the CV is worth reading; demonstrating how exactly you intend to contribute to the career you have chosen and what skills you have to make you great for the role.

Please find below tips and a 'template to writing a Resume' to help you improve your documents.

- Resume Writing Tips
- How to Write a Great Resume and Cover Letter – Harvard School
- Resume Tutorial
- Resume tips Australia style

Important Note:

Please do not copy the below template exactly as it is, be creative and personalize your Resume. This template is mainly to give you an idea of how a Resume should look like.

- A Resume is personal and must show your personality → do not copy your friends or family's Resume
- Insert a professionally presented photo
- Indicate all information as presented in the template (full dates DD/MM/YYYY, link to universities or employers websites, city and country of studies and experience …)
- Send your Resume as a Word document
- **If you don't have any work experience, you can focus on your other skills, achievements/university projects and give more details on them**

CURRICULUM VITAE
PERSONAL DETAILS

Name: **Intern Name**
Date of Birth: DD Month Year
Nationality: Nationality

OBJECTIVES

Here indicate in maximum 3 lines what your objectives are for the internship and what you can offer to a potential Host Organisation.

CORE COMPETENCIES

List 6 to 10 of your core competencies (refer to the core competencies list below)

- Core competency 1
- Core competency 3
- Core competency 5
- Core competency 7

- Core competency 2
- Core competency 4
- Core competency 6
- Core competency 8

INTERNSHIP DETAILS

Internship Program: PROFESSIONAL INTERNSHIP PROGRAM
Field/Industry: *Industry you wish to complete your internship in Eg.*
                         Accounting
Duration of Internship: XX weeks
Visa: VISA TYPE *(leave blank if you are unsure)*
Location: CITY/LOCATION FOR INTERNSHIP *(indicate if you are Flexible)*

ACADEMIC ACHIEVEMENTS (In order of most recent to oldest)

Month/YYYY to Month/YYYY   **Name of Degree Qualification**
                                 University / Institution of Study
                                 Brief description of the university
                                 [Website link to University](#)
                                 City, Country

Month/YYYY to Month/YYYY   **Name of Degree Qualification**
                                 University / Institution of Study
                                 Brief description of the university
                                 [Website link to University](#)
                                 City, Country

(Add any individual/group project experience that is degree related and/or subjects)

WORK EXPERIENCE (In order of most recent to oldest)

Month/YYYY to Month/YYYY   **Position Title**
                                 Company/Organisation Name

Brief description of the company
City, Country
Website link to Organisation
Tasks Performed:
- Insert task here (Please include 4 or 5 tasks)
- Insert task here

Month/YYYY to Month/YYYY	**Position Title**

Company/Organisation Name
Brief description of the company
City, Country
Website link to Organisation
Tasks Performed:
- Insert task here (Please include 4 or 5 tasks)
- Insert task here

Month/YYYY to Month/YYYY	**Position Title**

Company/Organisation Name
City, Country
Website link to Organisation
Tasks Performed:
- Insert task here (Please include 4 or 5 tasks)
- Insert task here

(Include tasks that can be transferred and related to your degree, i.e. ability to time manage, work effectively under pressure, team work, attention to detail …)

Note: if you don't have any work experience, you can focus on your other skills, achievements and give more details on them.

ADDITIONAL SKILLS, EXPERIENCE & AWARDS

Below list any additional courses, experiences (volunteer work) and awards or achievements that will highlight your skills and experience to date.

- Insert here
- Insert here

(Please include soft skills and proficiency level such as communication, problem solving …)

COMPUTER & LANGUAGES

Below list all computers skills you have and languages you know, including native and indicate the level (beginner, intermediate, advanced, native …). Please indicate if you have any language tests such as IELTS, Cambridge …

- Insert here
- Insert here

EXTRA CURRICULAR ACTIVITIES AND HOBBIES

Below list any sport, activity, hobby … you are practicing or are interested in.

- Insert here
- Insert here

REFEREES

Name Of Referee

POSITION TITLE
Company/Organisation
PH: contact phone number
Email: email address

Name Of Referee

POSITION TITLE
Company/Organisation
PH: contact phone number
Email: email address

CORE COMPETENCES

Employability is improved by a good academic record plus skills and attributes that enable you to adapt and manage the constantly changing work environment.

Employability skills include hard skills (technical or discipline-specific) and generic or soft skills, such as:

- teamwork
- communication
- problem solving
- initiative and enterprise
- planning and organising
- self management
- learning
- technology

Every stage of your career requires that you are able to identify, analyse, prioritise and convincingly describe your skills.

You need these when you are:

- career planning
- applying for jobs using a resume, cover letter or response to selection criteria
- being interviewed for a job
- requesting new duties and responsibilities
- selecting future professional development.

Developing employability skills

You develop employability skills through work (paid or voluntary), studies and community involvement. During your degree, you should not only strive for excellent results but also be involved in a variety of activities within the community including clubs and societies, sport, hobbies, and volunteer activities.

CORE COMPETENCES

General employability skills

Skills	Examples	Ways to develop these skills
Teamwork	• Working in a team to achieve a common goal • Sharing information, supporting and empowering other team members • Responding constructively to the opinions of others	• Working on group assignments at university • Being involved in a student society, sports team or community organisation • Working in a team in employment
Communication	• Organising and expressing ideas concisely • Speaking clearly and directly to individuals or groups • Being proficient in other languages	• Writing assignments and reports • Presenting and participating in class discussions • Using customer service skills
Problem solving	• Researching and selecting relevant information to solve a problem • Analysing issues for underlying causes, assessing options, proposing solutions • Thinking sequentially, critiquing and synthesizing information	• Working on assessment exercises such as a research project • Participating in work-integrated learning such as a placement or internship • Working within a customer service environment and dealing with complaints
Initiative and enterprise	• Easily adjusting to new situations • Mapping out ideas to an action plan • Identifying innovative options	• Obtaining work placement, vacation employment or internship • Operating own business • Innovation in student group, club or team
Planning and organisation	• Managing timelines and prioritising • Allocating and coordinating tasks for self and others • Anticipating future needs and forward planning	• Project planning or managing an event • Arranging study and work commitments to support yourself at university • Organising networking, fundraising, sporting or social activities
Self-management	• Operating independently and taking responsibility for your own actions • Being aware of your own strengths and limitations • Being able to communicate your own ideas	• Acting on feedback and addressing gaps in skills and knowledge • Developing a career plan • Doing work experience through placement, internship or vacation work
Learning	• Putting in time and effort to learn new skills • Understanding the need for learning to bring about change • Being adaptable in different learning environments, eg class, online, on the job	• Mentoring or coaching activities • Participating in an interest group or student society • Subscribing to newsletters and updates from professional associations
Technology	• Proficiency in using computers and telecommunications systems • Understanding current trends and developments Managing information through technology	• Sourcing information with electronic databases • Using specialised software packages for course/occupation • Managing project timelines with software

CORE COMPETENCES

Study-related skills

Graduates from each faculty typically develop certain skills. Examples include:

Art, Design and Architecture

- Setting goals, managing own workload and meeting deadlines.
- Working in an interdisciplinary environment and collaborating with others.
- Accommodating change, and dealing with ambiguity, uncertainty and unfamiliarity.

Arts

- Making a structured argument based on an assessment of historical evidence.
- Expressing ideas in writing with coherence and clarity.
- Critically applying methodologies for quantifying, analysing and interpreting data.

Business and Economics

- Modelling and data analysis, interpretation and extrapolation.
- Listening, negotiating and persuading.
- Problem solving and decision making by creating, evaluating and assessing options.

Education

- Questioning ideas and theories encountered in learning.
- Communicating oral and written arguments.
- Comprehending a range of education systems and the values behind these.

Engineering

- Investigating and defining issues, taking into account limitations and risk assessment.
- Adopting creative and innovative solutions to problems.
- Managing projects including planning, execution and evaluation.

Information Technology

- Planning solutions to specific problems within appropriate specifications.
- Identifying, analysing and evaluating the information needs of different groups.
- Providing access to information via different delivery strategies.

Law

- Identifying and prioritising issues in terms of importance.
- Researching relevant information from a range of sources.
- Making and presenting a rationalised choice between a range of solutions.

CORE COMPETENCES

Health Science

- Analysing, interpreting and critically evaluating data.
- Communicating effectively with clients.
- Liaising and negotiating within a multi-discipline team.

Pharmacy and Pharmaceutical Sciences

- Understanding and upholding the ethical responsibility of the role.
- Apply scientific and technical rigour to the use of medicines.
- Using evidence-based decision-making skills.

Sciences

- Planning, conducting and reporting on investigations through individual and group projects.
- Developing arguments from scientific, philosophical and ethical perspectives.
- Accessing, analysing and processing information from a range of sources.

Adapted from *Degrees of Skill*. The Council for Industry & Higher Education, UK, 2006.

Employability attributes

Attributes are your approach to work and are usually related to your value system. Unlike skills, they are very difficult to teach someone. Employers will seek out particular attributes. You need to recognise your own and learn to communicate them to employers. These include such things as:

- adaptability
- loyalty and commitment
- ability to deal with pressure
- honesty and integrity
- commonsense
- enthusiasm and motivation
- reliability
- sense of humour.