



One page format

Masthead with neat, clean font, and basic contact information

(Professional Email address and a phone number to a like that Anne will answer professionally)

Chronological format, with most recent data on top

Information categories presented in a way that the eye can easily scan

(You have 30 seconds to pique an HR professional's attention before they move on to the next résumé)

Concise objective statement tailored to position, if possible

Detailed education section with GPA and expected graduation

Computer skills in a simple table format

Internship experience related to objective statement and academic work

Work history that captures the quality of the experience, emphasizing responsibility through action verbs (e.g., created, developed, etc.)

Work history that expresses the quantity of productivity through numbers/dollars

# AACC Internship Résumé

## Top 10 Tips Checklist

1. Do you have an appropriate email address?  
(We recommend your @mymail .aacc.edu address.)
2. Is your voicemail greeting/live voice answer appropriate and professional when employers call?
3. Are abbreviations correct?  
(For instance, Maryland is MD not Md. & Road is Rd. not RD, etc.)
4. Are all Punctuation marks consistent? (Either a period or no period after statements & consistent dash marks (- -- ---), etc.)
5. Is this a one page résumé?  
If not: --Does your work history justify a second page?  
--Do you have a full second page?  
--Does the second page include your name and either phone number or email address as well as "Page 2" in the upper right hand corner?  
(If you answered yes to all of these questions, a two-page résumé may be appropriate.)
6. Do columns, bullets, and other visual cues align on the page to help the reviewer read the document more easily?
7. Is the font and any bolding, size changes, etc. appropriate and consistent?
8. If you have an appropriate online portfolio, do you have a link to it?
9. Do you open with a clear objective statement specifying an internship goal in your area of study?
10. Do you c