

# HOW TO WRITE A RESUME FOR INTERNSHIPS, CO-OP POSITIONS, SUMMER, OR PART-TIME JOBS



# RESUMES FOR INTERNSHIPS, CO-OP POSITIONS, SUMMER, OR PART-TIME JOBS



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# INTRODUCTION

Do you want an interesting, challenging, well-paid position when you graduate? Does the idea of securing an entry-level job with good long-term career growth appeal to you? If so, act now. There is a lot that you can do to make such a position become a reality.

Studies consistently show that the Number One factor in helping college graduates transition to meaningful paid positions is career related experience.

Career related experience can be gained in a variety of ways. These include internships (paid or unpaid), cooperative education, summer positions, voluntary experience, and part-time jobs. All work experience is valuable, but experience directly related to one's long-term career goals is the most meaningful.

This booklet is designed to help you write a resume that can be used while you are still an undergraduate. Hopefully, a good resume will help you obtain career-related experience before you graduate.

# INTERNSHIPS

At the University of Pittsburgh at Johnstown, the Office of Career Services has been designated as the initial point of contact for internships. Employers who are seeking interns from UPJ are directed to this office. They work closely with academic departments and faculty to refer students to employers. If you are interested in an internship, talk to your faculty advisor or visit the Career Services Office.



# COOPERATIVE EDUCATION

Cooperative Education is a formalized program where students alternate between semesters of full-time school and semesters of full-time work. Co-op students normally have more than one semester of co-op work experience prior to graduation. The University's School of Engineering in Pittsburgh has a Cooperative Education program through which UPJ's Engineering Technology students can be placed in co-op positions. ET students who are interested in co-op should see their faculty advisor.

# **THE BIG “S” REFERRAL SYSTEM**

The Big “S” program is a computerized job referral system developed by Career Services to notify UPJ students of part-time and summer job opportunities. After job openings are received in the Career Services Office, they are matched to the fields of interest which are listed on the registration form. Once matches are made, students are then sent a notice with a description of the job. If the student is interested in the position, it is up to him/her to contact the employer, usually by sending a resume and cover letter. Register with the Big “S” in Career Services if you want to receive notices about part-time and summer positions.



# **WHERE DO I LOOK FOR CAREER RELATED POSITIONS?**

By referring to the directories seniors use in their full-time job hunt, you can start a list of all the companies for which you would most like to work for. Most of the companies listed in directories are very large and/or nationwide, but obviously, they are also the companies that are able to conduct large summer hiring programs.

Because smaller companies do not hire in great volume, it can be more difficult to seek them out, but do not rule them out. A good rule to follow is: don't leave any stone unturned. Joe Schmo's Fish Market may need summer help to balance the books.

A good place to look for summer positions is with the state or the federal government. There are a vast number of opportunities in the many agencies. A good way to find out about these opportunities would be to check the websites; [www.usajobs.opm.gov](http://www.usajobs.opm.gov) and [www.scsc.state.pa.us](http://www.scsc.state.pa.us).

The best ways to find summer employment are to research, write letters, talk to as many people as you can, and distribute your resume as much as possible. Remember – Career Services can provide you with a lot of good resources. It's to your advantage to utilize this office.

And also, even if you don't get a position that provides experience in your profession, you can gain valuable communication and organizational skills simply by delivering pizzas or waiting tables.

# **WHERE DO I LOOK FOR A SUMMER JOB?**

Many people don't realize that they have an effective job referral system at their fingertips. This network uses no forms, costs nothing, and has an amazing success rate – as high as 80 percent. All you need to do to take advantage of this job network is “get the word out” to friends, relatives, professors, etc. Many jobs are found just by asking people you know to keep an eye out for job openings. Give your resume to these people. Ask them to circulate it to those who might need a person with a background like yours.

When picking up and dropping off an application, or a resume (it's always best to do these things in person), look sharp. If a person's appearance is sloppy and unkempt, a potential employer will take an application and file it away under “NO WAY!” If the position requires that you complete an application, fill it out in blue or black ink, NEATLY. The appearance and condition of your application could tell a great deal about you to an employer. A great looking application may not get you a job, but a sloppy application will most certainly stop you from being hired.

If you are asked to interview for a position, make sure you are dressed properly. Neatness counts in any interview, so try to look your best. Remove any facial piercing, cover tattoos, and avoid extreme hairdos and clothing. Men should have facial hair neatly groomed. Women should use make-up conservatively.

When interviewing for professional positions, professional attire is expected.

# **HOW RESUMES FOR UNDERGRADUATES DIFFER FROM THOSE OF SENIORS AND ALUMNI**

Whereas college graduates typically do not include information from their high school years on their resumes, undergraduates may, and normally do use such information. The younger you are, the more likely it is that you will use information from your high school years.

Your objective (if you include one) should say that you are seeking a summer position, a part-time job, an internship, or a co-op position. You may choose to include your QPA if it is average or above.

It may help to list the courses that you have taken (in high school or college) that relate to the position for which you are applying. It is generally advisable to list your computer skills.

Even though career related experience is most significant, all work experience is valuable. If you mowed lawns, worked in fast food, baby sat, etcetera, don't shy away from putting it on your resume.

Your activities and interests can be a real asset. They can display a great deal about you. They show how active you are, how willing you are to serve others, and frequently indicate leadership traits and communication and organizational skills.

You should have at least three references. Those that you list as references should not be personal friends or family members. Teachers, professors, and supervisors from places at which you worked make the best references. List their name, title, place of employment, address, and telephone number. References are normally typed on a separate sheet of paper and given to the employer upon request.

# RESUME WRITING TIPS

Writing a resume can be a daunting experience. The following is a list of tips compiled from the advice of employers, career counselors, and recent graduates whose resumes helped them land meaningful employment.

- ❖ Pay careful attention to spelling, punctuation, grammar, and style.
- ❖ Proofread your resume carefully, using a dictionary and stylebook, and have several other people proofread it as well.
- ❖ Organize information in a logical fashion.
- ❖ Keep descriptions clear and to the point.
- ❖ Confine your information to one page.
- ❖ Use a simple, easy-to-read font.
- ❖ Use good-quality white or off-white bond paper.
- ❖ Include as much work experience as possible, even if it doesn't obviously relate to the job you're seeking.
- ❖ Tailor your information to the job you're seeking.
- ❖ Seek help at your career services center.

For more information on preparing a resume and other job-search ideas, visit your career center.

# INFORMATION THAT APPEARS ON MOST RESUMES

1.) **Personal Information:** Name, Campus/Permanent Addresses, Telephone Numbers, and an E-mail Address.

2.) **\*Employment Goals:** (This is normally called the “Career Objective” or simply “Objective”). Describe the type of work you desire. The objective should reflect your short-range plans. For those with little or no full-time work experience, the development of a concisely described job objective may be the most difficult task in compiling a resume.

If you find that a specific career objective is too confining, or doesn't meet your needs, there are options available:

- a.) You may decide to write your objectives in functional terms that describe the type of work activities you prefer instead of a description or title.
- b.) Eliminate the employment goal section on your resume and incorporate your objective in your cover letter.
- c.) Have several resumes with different objectives that you would send to the appropriate employers.

3.) **Education:** Name of College(s), Location, Dates, Degree(s), Major(s), Quality Point Average\*, Honors, and perhaps courses of particular value if they are related to employment for which you are applying. Whereas college graduates typically do not include high school background, undergraduates frequently find it advantageous to do so.

4.) **Skills:** You may decide to include a section that lists your computer skills, foreign languages, licenses (CPR, commercial driving, etc.) and other skills.

5.) **Experience:** Part-time employment, summer employment, applicable college projects, internships, volunteer work. (This section may be divided into three areas: career-related experience, part-time employment, and summer experience). For undergraduates with little or no full-time professional level work experience, it is very important to include part-time and summer jobs—even if the type of work has no bearing on academic or career plans. Remember that career related experience is most valuable, but a proven track record of other successful experience also makes you a more attractive candidate.

NOTE: It is much more important to emphasize what your experiences were (description, explanation) rather than when and where (dates, places).

6.) **Military Service:** For those who have completed military obligations, the dates of active duty and rank upon discharge should be included. When appropriate, include a brief description of duties and responsibilities, particularly if the experience relates to future employment. If you do not have any military experience, omit this section.

7.) **Activities and Interests:** These include extra-curricular college and/or community experiences, and any leadership positions. A brief listing of hobbies or avocations is acceptable. Teacher-education candidates should include all experiences working with children and adolescents. Candidates for teaching positions might choose to include their own high school activities.

8.) \***References:** List 3 or 4 persons. Give name, professional title, business address, and business phone. These are normally listed on a separate sheet of paper. If you decide not to list your references on your resume, you could indicate that “References are available upon request.” Do not use personal friends and relatives as references. Teachers, faculty, and former supervisors make the best references.

\* indicates optional

***Please Note:***

*Traditional advice has been to use “action verbs” when writing resumes and cover letters. A list of “action verbs” you might consider using in your resume is provided in the back of this booklet.*

*Although the use of “action verbs” is still considered important, you also should be aware of a recent trend. Many large organizations are using computers to do the first scanning of resumes. When scanned, these computers can quickly review thousands of resumes. However, be aware that they normally scan for nouns not verbs. Action verbs may have a greater effect when a human being does the first scanning of your resume, but verbs may not impress a computer.*

*In essence, both action verbs and important descriptive nouns that describe your qualifications (such as titles or positions) are important.*

# SAMPLE RESUMES



*Please use the following resumes as examples only. Look at all the resumes before you begin to construct your own. Your resume will serve you best if it is unique and highlights your own personal qualifications. Choosing a format that you like and then blending bits and pieces of a variety of examples will make your resume appear as if it is original. Resumes copied from somebody else or produced from a template are normally not as effective as original resumes.*

**Duncan Donaldson**  
[Duncan444@upj.com](mailto:Duncan444@upj.com)

**Home Address**  
84 Trueman Avenue  
Altoona, PA 15947  
(814) 555-8444

**Campus Address**  
P.O. Box 1200, UPJ Box 112  
Johnstown, PA 15907  
(814) 555-0023

**Objective:**

To secure a summer position in marketing or sales.

**Education:**

University of Pittsburgh at Johnstown, Johnstown, PA 15904

Anticipated Graduation: June 20\_\_

Major: Business

GPA: 3.12

Concentration: Management, Marketing Track

Major Course Work:

Principles of Marketing

Marketing Research

Expert Systems in Marketing

Marketing Management

Consumer Behavior

Advertising Management

**Experience:**

Subway, Hollidaysburg, PA 15912

Cashier and Sandwich Artist

Duties: Assisted with customer relations, prepared sandwiches, handled cash register transactions, responsible for closing store and calculating daily receipts. July 20\_\_ – April 20\_\_

Young Men's Shop, Altoona, PA 15650

Sales Associate

Duties: Sold men's clothing, assisted with customer relations, handled cash register transactions. Summer 20\_\_

Altoona Park and Recreation Board, Altoona, PA 15947

Counselor

Duties: Planned activities for the children. Summer 20\_\_-20\_\_

**References:**

Available upon Request

## David Ensor

13 Coolidge Street  
Kansas City, MO 64155  
816/555-0499  
densor@aol.com

### *Objective:*

A Cooperative Education Position in Electrical Engineering

### *Education:*

#### **University of Pittsburgh at Johnstown, Johnstown, PA 15904**

Major: Electrical Engineering Technology

Anticipated Graduation: Dec. 20\_\_

Q.P.A: 2.74

Core Classes Completed as of May 20\_\_ : Engineering Drawing,  
Mechanics/Statics, Circuits I and II, Computer Programming "C", Electronics I,  
Engineering Design, and Mechanics/Dynamics

### *Computer Skills:*

Hardware: IBM-Compatible, Macintosh, Internal and External Components

Operating Systems: Windows 95/98/NT/MF/2000/XP

Software: Spreadsheets, Graphics/Drawing/Painting Tools, PowerPoint, and  
AutoCAD

Languages: True Basic, Microsoft Visual Basic, "C"

### *Experience*

University of Pittsburgh at Johnstown, Johnstown, PA 15904

Tutor for peer engineering students, Aug. 20\_\_-April 20\_\_

Duties: Gave study tips, answered questions, helped calculate math problems,  
assisted in deciphering professors lectures and prepared students for upcoming  
tests.

Fox's Pizza Den, Ebensburg, PA 15931

Deliverer/Pizza Maker, Summer 20\_\_

Duties: Prepared pizza for local customers and hand delivered their order to their  
home.

*References Available Upon Request*

**James Sharp**  
9 Central Avenue  
Morristown, NJ 07869  
(201) 555-1212  
Sharkj13@hotmail.com

*OBJECTIVE*

A summer position in the Civil Engineering Field.

*EDUCATION*

University of Pittsburgh at Johnstown, Johnstown, PA 15904

Major: Civil Engineering Technology

Anticipated Graduation: May 20\_\_

GPA: 2.74

Courses taken to date: Calculus I and II, Communication I and II,  
Engineering Drawing, Physics I with Lab, General Chemistry with Lab,  
Engineering Technology Freshman Seminar

*WORK EXPERIENCE*

Summer Handyman. Kise's Trailer Park, Boswell, PA 12345

Responsible for mowing lawns, conducting general maintenance, operating a  
weed eater and electric hedge clippers. June 20\_\_ - Present

*ACTIVITIES*

American Society of Civil Engineers

Intercollegiate Baseball

Student Tour Guide and Admissions Representative

Little League Baseball Coach

REFERENCES AVAILABLE UPON REQUEST

Thomas J. Horton  
19832 Brookside Way  
Johnstown, PA 15904  
(814) 555-7857

**OBJECTIVE**

To secure an internship in the field of Public Relations.

**EDUCATION**

Communication major, Junior status, University of Pittsburgh at Johnstown, Johnstown, PA  
Anticipated date of graduation: April 20\_\_  
Q.P.A. – 3.79/4.0

**EMPLOYMENT**

Public Affairs Work-study – University of Pittsburgh at Johnstown, Johnstown, PA  
Filed newspaper clippings, wrote press releases, assisted with alumni newsletter, answered telephones, produced forms and brochures, assisted in bulk mailings, gained experience in Desktop Publishing and Power Point.  
August 20\_\_ – April 20\_\_

Resident Assistant – University of Pittsburgh at Johnstown, Johnstown, PA  
Supervised a 70-room dorm, programmed activities, conducted dorm projects, chaired dorm council, and supervised Resident Clerks, assisted Resident Director.  
August 2003 – April 2005

Salesperson – Boscov's Department Store, Johnstown, PA  
Worked in sales and advised customers on purchases. Assisted with planning and set up of displays.  
June 20\_\_ – August 20\_\_

**ACTIVITIES**

Presidential Scholar, Phi Eta Sigma Honorary Society, Treasurer of Newman Association, President of UPJ Ambassadors, and Member of Trails Yearbook Staff.

**REFERENCES**

James Williams, Assistant Director Office of Alumni Affairs,  
University of Pittsburgh at Johnstown, Johnstown, PA  
(814) 555-7000

Harry Hilton, Director of Housing and Residence Life,  
University of Pittsburgh at Johnstown, Johnstown, PA  
(814) 555-8000

Joan Mabry, Manager of Infants and Children's Department,  
Boscov's Department Store, Johnstown, PA  
(814) 555-0707

# STEPHANIE LOSSON

[Steph@abc.efj.com](mailto:Steph@abc.efj.com)

## Home Address

3127 Box Car Alley  
Monroeville, PA 15111  
(412) 555-4212

## Campus Address

P.O. Box 1200, UPJ Box 321  
Johnstown, PA 15904  
(814) 555-1232

## Objective

To obtain an internship in Accounting.

## Education

University of Pittsburgh at Johnstown, Johnstown, PA

Graduation Date: June 20\_\_

Major: Business

Concentration: Accounting

Q.P.A. 2.91

## Computer Skills

Software:	Microsoft Word	Internet skills:	Netscape
	WordPerfect		Internet Explorer
	Power Point		

## Experience

Wallet Works, The Galleria, Johnstown, PA August 20\_\_ - Present

Sales Associate/Assistant Manager (full-time, salaried)

Duties: Merchandising and display, customer relations, inventory control, in charge of opening and closing and cash reconciliation in the absence of the manager

Family Toy Land, Somerset, PA August 20\_\_ – July 20\_\_

Sales Associate

Duties: Handled cash register transactions, maintained dining area, assisted with customer relations

Brett's Subs, Johnstown, PA May 20\_\_ – August 20\_\_

Cashier, Sandwich Maker

Duties: Handled cash register transactions, maintained dining area, assisted with customer relations, prepared sandwiches

## Activities and Honors

Jason E. and Heather M. Edwards Senior Accounting Award

Alpha Kappa Psi (Business Fraternity)

Student Senator

## References available upon Request

# Anita L. Dime

dime@yahoo.com

Permanent Address:  
777 Standard Street  
Pittsburgh, PA 15555  
(412) 555-8431

Campus Address:  
P.O. Box 1200, UPJ Box 112  
Johnstown, PA 15907  
(814) 555-2692

## OBJECTIVE

To obtain a summer position in either print or broadcast media which will utilize news and sports gathering skills.

## EDUCATION

University of Pittsburgh at Johnstown, Johnstown, PA      Completed Junior Year  
Date of Graduation:      April 20\_\_  
Major: Journalism      Minor: Psychology  
Q.P.A. 3.49/4.0

## COURSE HIGHLIGHTS

Reporting I, Reporting II, Editorial Writing, Feature Writing, Copyreading/Editing, Layout/Design, Magazine Writing, Informative Writing.

## ACTIVITIES AND HONORS

Associate Editor of The Advocate, Music Director of WUPJ, Vice-President of Time-Out for Christian Fellowship, Programming Board Member.

Phi Eta Sigma National Honor Society, Chi Lambda Tau Honorary Leadership Society, Dean's List.

## EXPERIENCE

<u>University of Pittsburgh at Johnstown, Johnstown, PA</u> August 20__ – April 20__	Work-Study Position Career Services
<u>Paul's Pizza, Pittsburgh, PA</u> April 20__ – August 20__	Summer Position Waitress
<u>AM-PM Mini Mart, Johnstown, PA</u> April 20__ – April 20__	Part-time Position Cashier

## REFERENCES

Thomas Martin, Coordinator of Journalism Department, University of Pittsburgh at Johnstown, Johnstown, PA 15904	(814) 555-9661
Mathew Mark John, Manager, Paul's Pizza, Pittsburgh, PA 15344	(412) 555-6767
Joseph Jennings, Assistant Director of Career Services, University of Pittsburgh at Johnstown, Johnstown, PA 15904	(412) 555-9661

**DAVID M. RUSSELL**  
R.D. #2 Box 247  
Johnstown, Pa 15904  
(814) 555-1212 Email: [dmr@lenz.avx](mailto:dmr@lenz.avx)

### **CAREER OBJECTIVE**

To obtain an internship in mechanical engineering involving research and development

### **EDUCATION**

University of Pittsburgh at Johnstown, Johnstown, PA Completed 76 credits  
Date of Graduation: December 20\_\_  
Major: Mechanical Engineering Technology  
Q.P.A.: 3.03/4.0

### **ACTIVITIES & HONORS**

University- Dean's List (UPJ)  
American Society of Mechanical Engineers  
Society of Undergraduate Engineers  
Commuter Organization of General Students

Community- Church Choir  
Church Youth Group Vice President

### **WORK EXPERIENCE & BACKGROUND**

Summer 20\_\_ Sportspal, Inc., Johnstown, PA  
Position: Factory Worker

### **PERSONAL STATEMENT**

Raised on a 500-acre farm. Throughout college and high school years, helped to manage the two-man operation. Repaired machinery, did welding, overhauled engines. Operated high lifts and a variety of tractors and other farm machinery.

### **REFERENCES**

Dr. Jonathan Westcoff, Department of Engineering, University of Pittsburgh at Johnstown, Johnstown, PA 15904. (814) 555-0987.

Mr. James Bryce, Sportspal, Inc., Johnstown, PA 15904. (814) 555-6543

Rev. Mark McGyre, First United Church, Johnstown, PA 15905. (814) 555-2112

# THE COVER LETTER

The purpose of a cover letter of application is to let an employer know that you are interested in employment and that you are qualified for that employment. Through this letter, you must make the employer want to give you an interview. The cover letter corresponds to the first five minutes of an interview, and your manner and attitudes are conveyed as readily on paper as in person. Therefore, you must follow certain standards to carefully write effective cover letters. Some guidelines are the following:

- Every cover letter should be individually typed.
- Quality paper should be used. (If your resume is on colored paper, your cover letter should be on matching paper.)
- The letter must conform to good business style and be free of errors.
- The letter should be no more than one page in length
- The cover letter should indicate a special interest in the organization. Receiving a generic resume and letter gives the impression that you distributed them indiscriminately to any organization that you pulled out of a hat.

These are some basic guidelines to preparing a cover letter. What follows are some examples of cover letters dealing with direct solicitation to employers, response to newspaper ads, and referral from the placement office. These are provided to give you an idea of how cover letters are written; remember that the ones you write should reflect **your** qualities to the potential employer. **DO NOT SIMPLY COPY THESE EXAMPLES – BE CREATIVE!**

**Referral from Faculty Member or Other:**

701 Forbes Avenue  
Pittsburgh, PA 15555  
March 25, 20\_\_

Ms. Forest Mead  
Personnel Director  
X-caliber Engineering Company  
West Middlesex, PA 16656

Dear Ms. Mead

I wish to be an applicant for internship with the X-caliber Engineering Company. I learned about this position through Professor James Smith in the department of Electrical Engineering Technology at the University of Pittsburgh at Johnstown.

I am currently a second term junior Electrical Engineering Technology major at the University of Pittsburgh at Johnstown. The EET program here, 90 credits of which I will have completed by April, provides a solid background for work in the systems area. Relevant courses include Computer Systems and Programming, and Programmable Control Systems. For further details of the EET program, please refer to the enclosed description sheet.

In addition to maintaining a 2.8 quality point average here at UPJ, I have been quite involved in campus activities. I have held various offices in organizations, which have helped me to develop management skills.

The resume accompanying this letter provides further details of my qualifications. I look forward to hearing from you in the near future.

Sincerely,

Agustin Storm

Enclosures

**Answer to a Newspaper Ad**

258 Pine Street  
Conemaugh, PA 15905  
January 11, 20\_\_

Mr. Russell Banker  
United States Steel Corporation  
600 Grant Street  
Pittsburgh, PA 15789

Dear Mr. Banker

Your May 11 advertisement in the Pittsburgh Press stated your need for a computer operator trainee during the summer months. I would like you to know that I am actively seeking that position.

As a Computer Science major at the University of Pittsburgh at Johnstown, I have worked in the computer center as a consultant for three years. I assisted undergraduates with the formulation and debugging of their programs, in addition to working on more advanced projects with faculty members. Also, last summer I worked at the IBM plant in Boca Raton, Florida, and have gained experience with the IBM S/370 computer system that you have mentioned in your ad.

A copy of my resume is enclosed. Your time and consideration are appreciated, and I look forward to talking with you.

Sincerely,

Warren Peace

Enclosure

**Direct Solicitation to an Organization:**

717 Sun Road  
Pittsburgh, PA 15234  
(412) 555-2789

February 11, 20\_\_

Geoff Moore, News Director  
WARD Radio  
Cover Hill  
Johnstown, PA 15907

Dear Mr. Moore

I am currently a junior journalism major at the University of Pittsburgh at Johnstown. By April I will have completed 83 credits in this program dealing with subjects such as Reporting, Feature and Editorial Writing and Public Relations. In addition, I have spent the last three years as a disc jockey on WUPJ, the campus radio station, and the past two years as a music director.

Because of my enthusiasm toward my academic and extracurricular work, I am quite eager to find a summer position to learn more about the broadcasting media. I am especially interested in a station of your size because I will be able to work closely with all employees. It is also close to school where I will be taking spring and summer courses.

Please examine the enclosed resume for further details of my qualifications.

I am quite willing to discuss appropriate summer positions available at WARD Radio. I am available to work anytime after April 19, 20\_\_\_. Please contact me at the above address or by calling (814) 555-1234.

I look forward to hearing from you.

Sincerely,

Candy Sweet

Enclosure