

Resume Template and Tips

You may be the best candidate in the world for the job that you want, but your resume must reflect that. Here at The Intern Group we have created the following template to help you make your resume clear, correctly formatted and effective.

- 1) The employer needs to know who you are and how to contact you. In the header, clearly state your name and contact details (email address, telephone number and address).
- 2) In the “Education” section, be sure to put your schools in **reverse chronological order** (where you’re currently studying/your most recent school goes first. Work backwards from there).
- 3) Include any exceptional grades.
- 4) Maintain the reverse chronological order for the “Work & Leadership Experience” section (where you’re currently working/interning/volunteering goes first. Work backwards from there).
- 5) Underneath your job title/leadership position, write two or three bulletpoints about your roles and responsibilities, the projects you took part in or the key transferable skills you used. Use power verbs to keep the sentences short and to the point e.g.

- English Teacher

The Language Learning Company

London

May 2015 – August 2015

- Prepared, planned and lead classes of up to 12 students of varying abilities
- Adapted material to motivate a class of 10 unenthusiastic 11 year olds
- Developed communication skills with students and parents to make realistic, achievable targets

- 6) In this section, you need to sell yourself to the employer! Professional experience is not easy to come by when you’ve been in a classroom for the past 20 years. Employers know that. However, you have to work with what you’ve got. Use any experience you have and make it relevant for the position: You had a part time job throughout college to pay for your vacations? Great. You’re goal-driven and efficient! You want to be a journalist but the only experience you have is writing college essays? Sell it. If you really don’t have any professional experience, sell your societies and activities. Being part of a society or a team means that you’re sociable and out going - key skills in a workplace full of people: You play basketball? You’re a competitive team player. You play the flute in orchestra? You’re committed and great at managing your time.
- 7) In “Skills, Activities & Interests”, you need to tell the employer any other key information that you haven’t yet mentioned. We have given four subheadings of “Languages”, “Technical Skills”, “Activities & Interests”, and “Awards”. Here you can highlight your native language and any others you speak. Be sure to add your proficiency in each language. Similarly, here you can mention the coding languages you know and the computer systems you can use, any awards you’ve received, and any hobbies that you feel could help your application.
- 8) Finally, keep it clear, relevant and on one page. Don’t forget to proof read!

YOUR NAME

emailaddress@goeshere.com + phonenumberhere
address line 1, address line 2, address line 3, address line 4

EDUCATION

- | | |
|--|------------------------------|
| Current/most recent place of study
Degree/diploma, grades achieved | Start date - end date |
| Previous place of study
Exams taken, grades achieved
Exams taken, grades achieved | Start date - end date |

WORK & LEADERSHIP EXPERIENCE

- | | |
|--|---|
| - Job title of your most recent work experience
Company
• Your roles and responsibilities
• Projects you undertook
• Use power verbs like managed, developed and assessed | Location
<i>Start date – End date</i> |
| - Previous job title/leadership role
Company/organisation/society
• Project managed...
• Lead a team of... | Location
<i>Start date – End date</i> |
| - Previous job title/leadership role
Company/organisation/society
• Ensured customer satisfaction...
• Delegated tasks... | Location
<i>Start date – End date</i> |
| - Previous job title/leadership role
Company/organisation/society
• Generated an increase of 50%...
• Trained a team of... | Location
<i>Start date – End date</i> |
| - Previous job title/leadership role
Company/organisation/society
• Mentored...
• Presented to... | Location
<i>Start date - End date</i> |

SKILLS, ACTIVITIES & INTERESTS

Languages: Your native language, any other languages you speak and your proficiency. IELTS or TOEIC scores.

Activities & Interests: Teams/societies/charities you belong to.

Technical Skills: Programs, coding languages, computer systems.

Awards: Any awards that will improve your chances of being chosen for the job.

References on request.