ARCADIA UNIVERSITY
THE COLLEGE OF GLOBAL STUDIES

Internship Interest Statement and Résumé Guidance

Students applying to Arcadia University internship programs should submit an up-to-date résumé and an Internship Interest Statement. These materials are essential to securing potential placements for you. Completed statements and résumés should be emailed to auabroad@arcadia.edu.

Internship Interest Statement

Your statement should be concise, clear and grammatically correct. We invite you to be creative when composing this statement, but please keep in mind that it will be read by potential placements. For this reason be sure to consider your audience; you should treat this statement as a professional cover letter.

The following topics should be addressed:

- Your career ambitions
- Your internship interests
- Any previous, relevant experience *(academic, internships, research positions, summer jobs, volunteering, work-study, etc.)*
- Any skills you have developed that are related to your field of study or internship interest area
- How your past experience makes you an attractive candidate to a prospective company or organization
- How your potential placement will assist you with your future career and life aspirations

Securing positions in certain fields can be highly competitive, so it will be important to address how your previous experiences make you a suitable candidate for a placement. If you have limited experience, you should address why you should be considered ahead of other, more qualified candidates.

While we encourage you to be specific about your internship interests, it is in your best interest to avoid naming a particular organization or placement. Such references can limit your opportunities. You should also be sure to indicate whether you think your experiences and skills relate better to people or processes. Discuss briefly the kind of work environment that you envision for yourself.

Résumé Advice

As you update (or create) your résumé, consider the following advice:

- In many countries around the world, a résumé is referred to as a Curriculum Vitae or CV
- Your résumé or CV should be no more than one page
- Proper spelling, grammar and consistency are essential – have someone proofread the contents of your CV
- Avoid using abbreviations or esoteric terminology *(e.g. Certified Public Accountants, not CPA's)*
- It is not advisable to list an objective on your CV, especially for applicants to the London Internship
- Include dates and locations for any work experience listed on your CV
- Do not include part-time jobs or other types of employment that do not relate to your internship interests *(e.g. baby-sitting, moving lawns, paper delivery, etc.)*
- Include a section that lists relevant coursework – refer to the examples below
- Include any computer or technical skills that you have developed *(e.g. Microsoft Office applications, Adobe Photoshop, etc.)*
- List any foreign languages you speak, read or write and your level of competence *(regardless of whether you are fluent)*
- List hobbies, activities or other interests that describe you as a person

Jane Doe

jdoe@yahoo.com

School Address:
450 South Easton Road
Glenside, PA 19038
215.572.2901

Permanent Address:
123 Main Street
Philadelphia, PA 19127
215.555.1234

EDUCATION

University of Pennsylvania, Philadelphia, PA
B.A. Communication, expect May 2011
Minor / English
Cumulative GPA: 3.43/4.00

RELEVANT COURSEWORK

Mass Communication
Media Ethics
Mass Communication Law
Interpersonal Communication
Radio Production
Modern British Literature
Conversational Spanish
Spanish Literature
Journalism
Computer Literacy

EMPLOYMENT EXPERIENCE

88.5 WXPN, Philadelphia, PA
Morning Show / Arts Intern
June - August 2008
Compiled information for the weekly Arts Calendar; assisted with production and interviewing for audio arts features; assisted Morning Show DJ Michaela Majoun.

City Paper, Philadelphia, PA
Intern
May - August 2007
Assisted copy and layout editors; accompanied journalists on various interviews.

Italian Bistro, Philadelphia, PA
Server
May 2007- September 2009

EXTRA CURRICULAR ACTIVITIES

Arts & Features Editor, The Daily Pennsylvanian
Weekly campus newspaper at the University of Pennsylvania.

Tutor, West Philadelphia Tutoring Project
Assist local junior high students with math and English homework.

NOTEWORTHY SKILLS

Proficient in Microsoft Excel, Word, Windows, XP, Access.
Proficient in Spanish, oral and written.

REFERENCES

Available upon request

John Smith

Jsmith999@gmail.com

School Address:
450 South Easton Road
Glenside, PA 19038
215.572.2901

Permanent Address:
321 Main Street
Philadelphia, PA 19127
215.555.2345

EDUCATION

University of Pennsylvania, Philadelphia, PA
B.A. Economics, expected May 2011
Minor / Accounting
Cumulative GPA: 3.75/4.00

RELEVANT COURSEWORK

Intermediate Microeconomics
Intermediate Macroeconomics
Principles of Accounting
Managerial Accounting
Introductory Finance
International Business
Business Statistics
Econometrics
Principles of Marketing
Organizational Behavior

EMPLOYMENT EXPERIENCE

Ernst & Young, Chicago, IL
Accounting Intern
June - August 2009
Performed basic accounting assistance, recorded daily transactions using Microsoft Excel

Citizens Bank, Philadelphia, PA
Teller
May - August 2008
Provided service for bank customers, reconciled daily transactions using database

EXTRA CURRICULAR ACTIVITIES

Treasurer, University of Pennsylvania Accounting Society
Maintain financial records and manage budget

Member, Alpha Kappa Psi, Professional Business Fraternity
Discuss key business trends; attend lectures given by guest speakers

Member, University of Pennsylvania Ski Club

NOTEWORTHY SKILLS

Proficient in Microsoft Excel, Word, Windows, XP, Access.
Proficient in conversational French

REFERENCES

Available upon request