

RESUME ADVICE

Writing a resume can be tough, especially when you have not had much professional experience. To help you present your best self for the JDRF Students with Diabetes Internship Program, here are some tips on creating a resume that will get you noticed!

Include your elevator pitch - Use the heading space of your resume to give the reader your elevator pitch. In three sentences, explain what you're best at, most interested in, and how you can provide value to the prospective employer.

Include relevant words - Incorporate common terms and key phrases that routinely pop up in job descriptions of positions you are interested in. Many companies use software to scan your application for specific words to determine if you're a potential fit for the role.

Play up your strengths - Your relevant work experiences and internships are key selling points to employers. However, if you don't have much experience to list, focus on highlighting the areas where you've shined the most. For example, if you've received a number of awards for academic achievement, such as academic scholarships or making the honor roll, then create an Honors section below your education information. If you were cum laude, include that in your education section. If your GPA (cumulative or in your major) is brag-worthy, then include it next to your degree. This is your opportunity to show off – use it!

Highlight your leadership skills - As an entry-level professional, there's more flexibility with the resume format. For instance, it might make sense to divide your experience into "Relevant Work Experience" and "Additional Work Experience" sections so that your relevant internships are at the top of your experience. Other students can benefit from including a "Leadership" section after their "Work Experience" to highlight their involvement in leadership programs or volunteer work, or to mention any positions they held within extracurricular activities.

Describe your contributions - Use bullets under each job description to describe how you contributed or supported your team or manager's projects and initiatives. A recruiter or employer is not expecting you to have a long list of professional accomplishments when you're fresh out of school - that's one of the reasons why your education section is above your work experience on the resume. However, they want to get a sense of what you've been exposed to and if it's relevant to the role they're filling.

Include a skills section - Don't assume an employer knows what skills you possess. If you're well-versed in social media channels such as Facebook, Twitter, Instagram, Pinterest, and LinkedIn, list them. The same goes for your familiarity with Microsoft Office: Excel, PowerPoint, Word, and Outlook.

Keep the presentation clean - Be consistent in how you represent topics, timelines and locations ("Atlanta, GA" vs. "Atlanta, Georgia" or "Summer 2012" vs. "May 2012 - August 2012" vs. "05/2012 - 08/2012"). Stick to a basic black font that is easy to read, as well as a plain white background. Do yourself a big favor and proofread your resume and then have someone who knows you proofread it as well. Typos and grammar mistakes on a resume can kill your chances at a great opportunity.