

SAMPLE INTERNSHIP RESUME FOR USE IN APPLYING TO FEDERAL AGENCIES

When applying to internships in federal agencies, you should create a 2-3 page resume that is something of a hybrid between what you'd get if you'd built your resume on USAJobs, and your standard one page resume. Federal agencies require more information and depth than non-agency employers so also review the KSA writing worksheet.

Iris Intern

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EDUCATION

University of Wisconsin – Madison

La Follette School of Public Affairs

Master of Public Affairs with a focus on Environmental Policy, Expected May 20xx

GPA: 3.9/4.0

Bachelor of Arts, May 20xx

Double Major: Political Science and International Affairs

GPA: 3.4/4.0, Dean's List (6 semesters)

If you studied abroad, the experience should be listed under Education as shown BUT if the experience helped you develop relevant skills for the job/internship, it might also be able to go in the EXPERIENCE section below.

Arabic Language Institute, Fez, Morocco, Overseas Study Program, September - January 20xx

EXPERIENCE

City of Madison Parks Division, Madison WI

Financial Management Intern

Each bullet point will be responding to a specific KSA (see handout) sought by the agency as if it were a behavioral interview question. Depth is key! <http://go.wisc.edu/4sk307>

July 20xx – Present

Hours per week: 1

- Prepared budget requests for all expenditures and revenues for all aspects of the Parks Division's \$14 Million Operating and \$11 Million Capital Budgets. Coordinated with section heads to evaluate current budget allocations and then conducted financial analysis and projections to assemble accurate budgets. The 2020 Capital and Operating Budgets were approved by Common Council
- Conducted an asset inventory. Identified which parks have the asset, grouped parks based on location, learned the rating system to grade asset, and conducted fieldwork to evaluate assets. Evaluations will determine funding priority in future capital budgets
- Audited the Park Division's infrastructure and land impact fee revenue. Researched developer contracts and compared with impact fee revenue, created a process for efficiently auditing fees, and compiled reports based on state and local reporting regulations. Parks Division will use this template for future audits
- Researched integrated pest management (IPM) policies and procedures for the City of Madison IPM Policy Review Task Force. Researched existing IPM strategies in communities nationwide with similar population and climate as Madison, identified five government officials acting as IPM coordinators for their municipality, conducted interviews with these IPM coordinators, compiled their responses into memos. IPM Policy Review Task Force is ongoing

US Department of State, Washington DC

International Expositions Unit Intern

October 20xx – December 20xx

Hours per week: 55

- Compiled comprehensive history of donations to ___ synthesizing quantitative information from many different sources, demonstrating intellectual facility and broad research skill set. Reformatted and standardized data
- Prepared statistics to analyze fundraising data. Data report informed the Implementing Partner's fundraising strategy on a \$60 million campaign

- Wrote an Information Memo to the Expo Unit Director summarizing findings and a White Paper version for distribution outside the Department of State. Gained experience with drafting memos and presenting data driven analysis to decision makers
- Quickly reviewed literature for a formal briefing for the Expo Unit Director. Required rapid close reading of the hard copy reports and providing objective, in-depth analysis. Prepared an analytical and descriptive one-page summary of the relevant information, with documentation attached, for the Director
- Improved ability to communicate effectively other than in writing through participation in meetings with other offices in the State Department, presenting research findings, and asking Secretary Pompeo a question at a town hall event
- Crafted three PowerPoint presentations for use by the Unit Director that met the Unit’s evolving brand specifications. Collaborated with other Unit staff in revising design and content so as to deliver the message most effectively
- Assisted the Expo Unit Director in developing a process for making a voting decision at an international organization based in Europe. This decision-making capability included six other Bureaus/offices, three embassies, another department, and the White House
- Handled sensitive information, such as donor agreements, Office of Inspector General reports, U.S. voting decisions for the host of the 20xx World’s Fair, and personally identifiable information in the visa process. Projects required interpreting and objectively summarizing this information and provide source documentation for observations and conclusions

These experiences are worth mentioning but not “bullet point worthy” (you are a member but have no responsibilities beyond attending events)

CAMPUS AND COMMUNITY ENGAGEMENT

Alexander Hamilton Society, Member, UW-Madison, August 20xx-Present

ADDITIONAL WORK EXPERIENCE

These experiences show work history but are not “bullet point worthy”

Green Bay Pizza Company, Delivery Person, Green Bay WI, May 20xx –August 20xx

LANGUAGE SKILLS

Arabic: Intermediate
Russian: Novice

If you are applying for a language intensive position, or a position where language skills are the main reason for the hire, this section would go between the EDUCATION and EXPERIENCE sections on page one.

COMPUTER SKILLS

Installation and use of Windows OS, Microsoft Excel, Word, PowerPoint, and Outlook; programming Cisco hardware and network architecture. Also familiar with HTML programming

SELECTED PUBLICATIONS

If you have them, list them here in the appropriate style

PRESENTATIONS

Any solo or co-presented programming; especially if given at a regional or national conference outside of an experience listed in a job block

CERTIFICATIONS/LICENSES

Anything you might have from CNA to CPR to LCSW to AODA can be listed here with expiration dates