

Tailoring Your Resume for an Internship

Tip Sheet: Writing and Tailoring a Resume for an Internship Application

Start With the Job Posting

- Read the full internship description and note the required qualifications, skills and repeated keywords.
- For each requirement, reflect on where you've gained that skill or knowledge — coursework, class projects, research, campus or off campus jobs, volunteering, student organizations, or prior internships.
- Research the organization's mission, values, and industry so your language reflects their priorities.
- Pull 3-5 keywords or phrases from the posting to weave naturally into your resume — this also helps with Applicant Tracking Systems (ATS).

What to Highlight as a Student

- Showcase your match to the posting by describing your experience under sections like Relevant Coursework, Projects, Research Experience, and Relevant Experience (any paid or unpaid experience tied directly to the internship's field).
- Highlight leadership roles in student organizations, prior internships, volunteer experience and campus involvement.
- Add a Work Experience section for roles that aren't directly related to the internship but demonstrate transferable skills (communication, teamwork, problem-solving)—think retail, food service, tutoring, or campus jobs.

Tailor Each Section

- **Rewrite bullet points to echo the posting's language**, without copying it verbatim.
- **Update your Skills section** to reflect the specific tools, software, technical and major transferable/soft skills listed in the posting
- Cut or shorten experiences that are unrelated to make room for what matters most to this employer.

Quick Tailoring Checklist

- Keywords from the posting appear naturally in my resume.
- Bullet points emphasize the skills this employer is looking for.
- Skills section reflects tools, software, technical and major soft skills from the posting.
- Relevant sections reflect the qualifications listed in the job posting.
- File is saved as "FirstName LastName Resume - [Organization]" and exported as a PDF.

Keep in Mind

- Adjust your resume with each application.
- Pair this with our Resume Overview tip sheet for formatting basics.
- Book a resume review appointment before you submit.



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References

This tip sheet draws on current best-practice guidance from university career centers and career-resource publishers:

Tailor Your Resume — Duke University Career Hub.

<https://careerhub.students.duke.edu/tailor/>

How To Create a Resume for an Internship — Indeed Career Advice.

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How to Write an Internship Resume — Handshake.

<https://joinhandshake.com/blog/students/how-to-write-internship-resume/>

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Internship Resume Examples & Writing Guide — Resume.io.

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Student Internship Resume Examples & Writing Guide — Kickresume.

<https://www.kickresume.com/en/help-center/intern-resume-samples/>

How to Put an Internship on a Resume — Monster.

<https://www.monster.com/career-advice/resume/how-to-put-an-internship-on-resume>

How to Write the Perfect Resume for Internships — Absolute Internship.

<https://absoluteinternship.com/blog/how-to-write-the-perfect-resume-for-internships-a-complete-guide/>

