

# MAKE IT COUNT:

## EXAMPLES OF HOW TO ARTICULATE YOUR EXPERIENCES ON A RESUME & DURING AN INTERVIEW

### Internship

#### Marketing Intern

May - August 20XX

ABC Agency, Washington, DC

- Strengthened Microsoft Excel skills by creating a more efficient client information database system
- Analyzed company's young adult marketing campaign and created comprehensive report on findings
- Developed interactive presentation to present market research findings to marketing team
- Based on superior performance, invited to serve on management team's Intern Advisory Board

#### Potential Interview Questions:

- How did your technical skills improve while working at this internship?
- Based on this experience do you see yourself working in the field after graduation, and why?

### Undergraduate Research

#### Research Assistant/ Lab Coordinator

January - December 20XX

Department of Psychology, College Park, MD

- Conducted research in the Interpersonal Relationships Lab, translating basic science principles into therapeutic interventions
- Oversaw daily activities of the lab and 14 other undergraduate assistants, and standardized all psychological measures used within the lab
- Surveyed participants in an attachment study and coded data
- Interviewed Research Assistant (RA) applicants for the next semester, evaluated applications, and chose new RAs

#### Potential Interview Questions:

- What made you interested in working in a research lab?
- What skills have you gained from this research experience that you plan on using if you are offered a job here?

### Study Abroad

#### Education:

Richmond, The American University in London

September - December 20XX

Florence, Italy

Program of study: Italian language and Italian cultural studies

#### Related Experience:

English Language Teaching Assistant

September - December 20XX

Scuola Primaria San Pier Martire, Florence, Italy

- Aided in the instruction of the English language to Italian students, ages 7 - 11
- Discussed aspects of United States culture, including American holidays, sports, and school

#### Potential Interview Questions:

- How did this position impact your experience when you were studying abroad?
- Have you changed since studying abroad? If so, how?

### Leadership

#### President

August 20XX - Present

Terps for the Environment, University of Maryland

- Increased membership by 15% while coordinating fall new member campaign
- Manage yearly budget of \$8500; prepared proposal for student government funding allocation
- Enhanced organizational skills by coordinating event logistics such as scheduling volunteers, making room reservations, preparing meeting agendas, and overseeing social media marketing efforts

#### Potential Interview Questions:

- How did you handle personality conflicts with members of your organization?
- How did you assess the success or failure of your events?

### Living & Learning Communities

#### Spanish Immersion Program Scholar

May 20XX - Present

Language House Immersion Program, College Park, MD

- Interact and communicate in Spanish with 4 roommates in a living-learning environment
- Research and discuss Spanish history, culture, literature, art, and ideologies in a cluster of 20 students

#### Potential Interview Questions:

- How does this living experience help you work with people from other backgrounds?
- How do you handle conflicts that may arise with your peers who speak other languages or have customs different from your own?

### Service Learning

#### Volunteer Tutor

August 20XX - Present

Prince George's County Public Schools, MD

- Tutor 3 elementary-aged students individually once a week in math and reading
- Design customized activities and games for each student based on individual needs
- Increase communication skills by discussing students' progress with teachers and parents
- Develop peer training program for new college aged tutors
- Awarded Volunteer Tutor of the Year by peers, teachers, and students, May 20XX

#### Potential Interview Questions:

- What did you learn about your communication skills while working with parents, students, and teachers?
- This job does not work with the local community, so how might you use the skills you learned as a tutor in this new work setting?