

Articulating **EXPERIENCES** for Resumes & Interviews

INTERNSHIP

Marketing Intern May - August 20XX

ABC Agency, Washington, DC

- Strengthened Microsoft Excel skills by creating 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? Why? Why not?

STUDY ABROAD

Education: September - December 20XX

Accademia Italiana

Florence, Italy

Program of study: Italian language and Italian cultural studies

Related Experience: September - December 20XX

English Language Teaching Assistant

Scuola Primeria San Pier Martire, Florence, Italy

- Instructed 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?

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 peers who speak other languages or have customs different from your own?

UNDERGRADUATE RESEARCH

Research Assistant/Lab Coordinator March - May 20XX

Department of Psychology, College Park, MD

- Conducted research in the Interpersonal Relationships Lab, translating basic science principles into therapeutic interventions
- Oversaw lab's daily activities 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?

LEADERSHIP

President August 20XX - Present

TerpThon, College Park, MD

- Coordinate Fall new member campaign; increased membership 15%
- 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?

SERVICE LEARNING

Volunteer Tutor August 20XX - Present

Prince George's County Public Schools, MD

- Tutor elementary-aged students once a week in math and reading
- Design customized activities and games for students 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?
- How did you measure your level of success while tutoring and after tutoring your student(s)?