

# 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)?