

Although she doesn't have much professional experience, Corinne shows a strong motivation and enthusiasm, focusing on the skills she has developed through her voluntary and extracurricular activities.

Corinne Anderson

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OBJECTIVE To gain practical skills in an international internship where I can help address social issues in London.

EDUCATION Maple Lake College, Maple Lake, Illinois
Expected graduation May 2020
Major: Political Science
Minors: French, Philosophy
Grade Point Average: 3.54/4.0

Presentation is key! Corinne uses Word's alignment tools to give the document a clean and organized look. Don't use the space bar.

RELATED COURSES Comparative Politics, Francophone Cultures, Moral Philosophy, Environmental Policy, Conflict Resolution, Intro to French Literature

RELEVANT EXPERIENCE *Habitat for Humanity, Maple Lake College* September 2017 - present
Coordinator

- Organize monthly volunteer projects for Maple Lake students
- Create posters and promotional materials for upcoming events
- Use Facebook and Twitter to publicize events
- Assist in planning for hurricane Recover and Rebuild trips

Residence Life Association, Maple Lake College September 2017 - May 2018
Resident Assistant

- Engaged in conflict resolution between residents and received training in peer mediation
- Encouraged residents to follow health and safety policies
- Planned and coordinated bi-weekly hall programs and events while adhering to a budget

Maple Lake Boys and Girls Club January 2017 - May 2017
Swim Coach and Lifeguard

- Gave swimming lessons to children ages 5-11 and assisted with adult classes
- Sponsored for American Red Cross Lifeguard Certification
- Performed all aspects of customer service, including registration, reception, and communication with parents

ACTIVITIES Service Director of Omega Phi Alpha sorority campus chapter
Maple Lake College Scholars
Intramural Women's Rugby Team
Totally Tempo (co-ed a cappella group)

ACHIEVEMENTS and AWARDS Dean's List, all semesters
Omicron Delta Kappa Leadership Society
Valley View High School Outstanding Senior Award
Recipient of Valley View "Service Student of the Year" award

- Used the funds to participate in a service trip to Haiti at Love Orphanage

SKILLS Certified in CPR and First Aid
Proficient with MS Office programs, Facebook, and Twitter
Intermediate writing and speaking skills in French

INTERESTS Traveling, rugby, singing, poetry, helping the less fortunate

Students with less professional or paid experience are still able to fill up their CV by treating volunteering as professional experience.

If you have any achievements or awards, don't be shy about listing them!

List any computer software and social media platforms by name, especially if they're relevant to your chosen industries.

Corrine has deep, emotional motivations going into her London internship but still talks about them in a professional way and avoids overly personal anecdotes and emotive language.

Corinne Anderson, Maple Lake College
Personal Statement

My decision to study Political Science was influenced by a high school service trip I took to Haiti where I worked with impoverished children at Love Orphanage. I was so deeply affected by this experience that I decided to devote myself to making the world a better place. Becoming so aware of my own privilege in terms of upbringing and educational attainment, I concluded that everybody should have the same opportunities in life that I've had and I am studying Political Science with the goal to eventually shape policy to improve the lives of people everywhere. For that reason, and as London is a very diverse city, I think it is the perfect place to explore social issues, and I am therefore seeking an internship where hopefully I will be able to engage with marginalized groups in the city.

I believe my coursework and previous experience have prepared me well for an international internship. By working as a coordinator for Maple Lake's chapter of Habitat for Humanity, I was responsible for planning and publicizing a large-scale project each month in which 20 or more students could participate. I managed a team of four other student staff members, and this experience helped me to improve my communication and organizational skills. As a resident assistant, I was responsible for 30 first-year students in the residence hall. From this experience, I honed my leadership and mediation skills. As the service director of my campus chapter of the Omega Phi Alpha service sorority, I brainstorm and organize the chapter's community service activities, ensuring that all members completed their required service hours. This leadership role requires me to display creativity, organization, and plenty of positivity in keeping group members engaged and motivated.

For my internship, I would really like to work with minority or disadvantaged groups. My experience working with Habitat for Humanity has shown me the importance of supporting people and communities, and I feel that it is my duty to help provide a voice for those in need. However, I understand that this may be a specific request, and am therefore open to working with any type of non-profit community or social welfare organization. My other interests include education and issues surrounding poverty and homelessness and I am confident that placements in these areas will also help me with my career goals. I am a very hard worker, and I work well both independently and in groups. I think doing an internship in London is an excellent opportunity, and I am looking forward to learning about social issues from an international perspective.

Corrine demonstrates her suitability as an internship candidate by explicitly identifying the transferrable skills gained from each of her previous experiences.

Corrine's final paragraph strikes a good balance between stating interest in her specific first industry choice and displaying openness and enthusiasm to benefitting from a variety of experiences.