

Your Name

Phone | Email | Personalized LinkedIn URL

Tip: No need to label these (e.g., ~~Phone~~: (215) 898-7529)

EDUCATION

University of Pennsylvania | Philadelphia, PA *Tip: If you want to include your school, place it after Penn, before Philadelphia* Grad Month & Year
Candidate for Bachelor of Arts (if CAS)/Science in Economics (if WH)/Applied Science or Science of Engineering (if SEAS)/Science in Nursing (if NURS)

Major: History | Concentration (WH): Marketing | Minor: Spanish

Major (or Concentration) GPA: 3.65/4.00 (4 courses) | Cumulative GPA: 3.02/4.00

Honors/Awards: List impressive honors or awards here; separate by semi-colons

Relevant Coursework (* denotes currently enrolled): Course Title; Course Title; Course Title; Course Title*

Tip: Include GPA if 3.00 or above. If including Major or Concentration GPA, must also include cumulative

Tip: Ensure all dates are aligned. To align dates on the far right of the page, use tabs and spaces

Tip: List courses by title, omitting the number associated with the course

Quaker High School | City, State Grad Month & Year

SAT (or ACT) Scores: Math (700); Verbal (760); Writing (710) *Tip: Only include SAT or ACT scores if applying for finance or consulting positions*

Honors/Awards: List impressive honors or awards here; separate by semi-colons

Tip: If you have significant related experience, create a targeted resume

(e.g., TEACHING EXPERIENCE or BUSINESS EXPERIENCE; can also call it RELATED EXPERIENCE)

PROFESSIONAL EXPERIENCE

Organization Name, Job/Internship Title | City, State Month Year – Month Year

- List experience in reverse chronological order; start with most recent
- Begin each bullet with strong action verb; [access useful list on CS website](#)
- Incorporate quantifying detail to give scope and scale to your experience (e.g., Collaborated with team of 6 to investigate...)
- Lend more detailed accounts to most recent entries on your resume and summarized versions of experiences prior to that
- Increase “skimmability” by using formatting like italics and bold print

Organization Name, Job/Internship Title | City, State Month Year – Month Year

- Communicate your experience in concise and organized format to maximize qualifications for recruiter who may only spend 6 seconds *initially* reading your resume
- Use keywords from job description throughout resume to tailor it to that specific job
- Limit your resume to 1 page (unless you are alum with advanced degree or substantial work experience)
- Include punctuation in bullet points or leave it out – both ways are correct, just be consistent

Organization Name, Job/Internship Title | City, State Month Year – Month Year

- Insert specific, factual information that is not subjective (e.g., Avoid “strong leadership skills” and instead provide examples of when you showed proven leadership skills – “Spearheaded 3 month project with 4 team members to...”)
- Weed out unnecessary information and only include facts relevant to job to which you are applying

LEADERSHIP & OTHER EXPERIENCE

Tip: Title this section based on the content you include. You could also call this

EXTRACURRICULAR ACTIVITIES or SERVICE EXPERIENCE. See samples for guidance

Group/Club/Team Name, Position/Title | City, State Month Year – Month Year

- Highlight involvement in extracurricular and leadership activities as employers look for well-rounded candidates
- Indicate your level of responsibility in leadership positions and quantify your results or outcomes when possible

Group/Club/Team Name, Position/Title | City, State Month Year – Month Year

- Clarify if you’ve been involved in 1 or more activities for several years or have assumed greater levels of responsibility as part of organization – select only most interesting or impressive activities to include as space is limited
- Save space by decreasing font size to 10pt (but no smaller than that); margins can be ½ inch on all sides

SKILLS & INTERESTS

Tip: Avoid including technology that is fairly generic (e.g., MS Word) and try to include what would be applicable to job

Technical: Include technical skills that enhance your prospects for employment; separate the skills using semi-colons

Language: List any languages you may speak along with your proficiency level (e.g., beginner, proficient, fluent)

Interests (optional, but recommended): Add interests to show a bit of your personality; be sure to know your audience and use interesting detail (e.g., Passion for cooking vegetarian cuisine, high-altitude mountain climbing and reading mystery novels)

REFERENCES

References are NOT included on resume, but rather as separate document offered to employers **when requested**

Your personal statement should be no more than 450 words.

Explain how this opportunity aligns with your career goals, and how this funding would help address any specific needs you have. In your statement:

- Clearly state the position to which you are applying, and whether this is a funded/unfunded position;
- Explain what you hope to learn from this position in terms of specific skills and knowledge, and why this will help you in your career path;
- Demonstrate why this particular opportunity is a good fit, and what research you have done to determine this;
- Provide information related to your financial need.

* If the experience is a research experience, please indicate how the summer experience will differ from previous or current research, especially if it is in the same lab.

Preference will be given to candidates who can demonstrate the following:

- Financial need and/or being the first in their family to go to college
- How the experience is tied to long-term career goals/professional interests
- An ability to make an impact in their field/industry
- Why this experience offers an opportunity for professional growth
- Previous usage of Career Services advising (walk-ins, appointments, mock interviews or program attendance) as part of their career development

Complete the budget template, ensuring that for each “Amount” cell you provide your TOTAL expense for the summer.

Use the Notes/Comments column to explain how you reached those numbers (\$__ daily/weekly/monthly, etc.), and to provide necessary context.

Summer Internship/Research Budget

Please complete this budget template to indicate your anticipated cost-of-living expenses and any other funding you expect to receive for your summer experience. You do not need to fill out every line of the budget--just the ones that are relevant to you. Your answers should be based on the length of time of your summer experience. If your experience involves remote work, please be mindful of any reduced expenses as a result (i.e. living at home instead of renting). Please include notes or supporting materials to explain your numbers in greater detail wherever you think it will be helpful. We will use this budget to help determine your funding eligibility. **Note:** Editable fields are shaded in light gray.

Name: Sample Sample
PennID: 1234567
Internship/Research Opportunity: Cool Internship/Research Opportunity Name
Address of Internship/Research Opportunity (if remote, list "home"): Home
Experience Start and End Dates: June 1 - August 6, 2021

Projected Expenses	Amount:	Notes/Comments:
Rent/Lodging		I will be living at home and will therefore not need to pay rent Or, if you do need to contribute, explain here
Utilities (gas, electricity, etc.)	\$150	I will need to contribute \$50/month for 3 months (June, July, August) for internet
Food	\$650	For the most part I will prepare meals at home, but estimate I will need \$65/week for groceries for all 10 weeks of my internship
Round-trip air/train/bus/travel (please specify which)	0	I will not incur travel expenses Or, break down your costs if necessary
Personal vehicle mileage (if driving to work)	0	I will not incur travel expenses Or, break down your costs if necessary
Immunizations	0	List out if necessary
Travel visas	0	List out if necessary
Local transportation (train/subway/bus/gas for daily commute)	0	List out if necessary
Other (please be specific)		Ensure you provide detail for any other costs
TOTAL EXPENSES	800	*** Note that your "Amounts" should be your total for the summer, not weekly or monthly totals ***

Funding Sources:	Amount:	Notes/Comments:
Internship Stipend/Salary	\$120	There is a one-time \$200 award associated with this Cool Internship, which comes to approximately \$120 after tax If you do factor in taxes, be sure to also note the full amount of the award, pre-tax
Other confirmed awards		I have also applied for [Other Funding] and will keep in touch if I am awarded any other funds
TOTAL FUNDING SOURCES	120	

TOTAL UNFUNDED NEED	680
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Financial Context (only if applicable, and you do not receive financial aid)

If you do not receive financial aid from Penn and would like to provide additional context to the committee about why you require funding for your summer opportunity, you may include a short paragraph explaining your circumstances here.

Please note: [Highly Aided](#) students who are not graduating (first-years, sophomores, and juniors) are eligible to receive up to \$4,000 in funding for unpaid or underpaid internship or research opportunities through the Office of Student Financial Services (provided that you meet the eligibility requirements). Students are eligible to receive this funding twice during their time as a Penn undergraduate. [See additional details here](#) and be in touch with Student Financial Services directly. We cannot consider you for Career Services summer funding.

Final Page – Confirmation of Your Offer
Include Your First and Last Name



You may include a formal letter confirming your offer, or a screenshot of an email extending you the offer.

For research, it is okay to provide a letter from a faculty member or advisor that states you have been given this offer and that explains how this experience will be mutually beneficial. This will serve as your offer letter.

Please note that we cannot accept applications without confirmation of an offer.