

Sample Internship Resume – Community College Student

David A. Martin

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OBJECTIVE: Internship position in marketing or finance.

EDUCATION: Kirkwood Community College, Cedar Rapids, IA
Candidate for Associate of Arts, December 2008
Marketing major, Finance major

RELEVANT COURSES: Principles of Selling and Marketing
Principle of Macro/Microeconomics
Management Development

RELATED EXPERIENCE:

Editor, Communicate (student newspaper)

Kirkwood Community College, Cedar Rapids, IA

- Supervised production of a 20-page newspaper
- Edited articles, performed computer layout
- Spearheaded a marketing drive to obtain new advertising funds

Evening Supervisor, Federal Express

Cedar Rapids, IA

- Assisted in all aspects of package delivery operations
- Trained new employees
- Helped develop new marketing techniques for colleges

Computer Lab Assistant, Kirkwood Business Department

Kirkwood Community college, Cedar Rapids, IA

- Assisted students in the use of computer software and hardware
- Provided technical trouble-shooting to users
- Maintained student records

HONORS &

ACHIEVEMENTS: Dean's List, every semester
Secretary, Marketing Club
Campaign manager for successful student government candidate