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CAREER RESOURCES

Internship Resume Checklist

A career planning resource from MedOrbits. Tailor guidance to your experience and confirm role-specific requirements with employers.

MEDORBITS RESOURCE

Keep this guide with your planning notes.

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Informational use only. Verify time-sensitive information with official sources.

INTERNSHIP RESUME CHECKLIST

Show relevant potential for an internship

Practical guidance • Clear steps • Honest representation

Use this checklist to prepare an internship application resume, especially if you have limited formal work experience.

Relevance

- The resume reflects the internship's stated skills and responsibilities.
- Relevant coursework, projects or volunteering are included where useful.
- The profile is concise and appropriate to the role.

Projects and evidence

- Each project explains the goal and my specific contribution.
- Tools and technical skills listed are ones I can discuss.
- Results are accurate and not exaggerated.

Accuracy and presentation

- Education, dates and contact details are correct.
- Certificates are completed and accurately described.
- Formatting is readable and consistent.
- The requested file type and professional filename are used.

Submission

- The resume has been proofread.
- The correct version is attached.
- Portfolio links work and do not expose private information.
- A secure copy of the application is saved.

Key takeaways

- Projects and learning evidence can demonstrate potential.
- Be accurate about skill level and contribution.
- Tailor the resume to each relevant internship.

Important: This is general career-development information, not a guarantee of employment or a substitute for employer-specific instructions or qualified legal advice. Verify role-specific and location-specific requirements independently.

MedOrbits • Career resource. Review the employer's instructions and adapt this material to your circumstances.