

RESUMES & INTERNSHIP APPLICATIONS

How to build a standout resume and write an effective internship application

CBE Careers and Student Employability



Australian
National
University

What to prepare

- Read the eligibility requirements and complete the eligibility self-assessment form to ensure you're eligible to apply
- A resume
- A written response for each project that you apply for
- In-person or virtual interviews with the host
- Look at 'Tips for applying' PDF on CBE Internships webpage



Resume fundamentals:

What do you include?

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Resume fundamentals: key components

Contact Information

Professional Summary (optional)

Education

Experience (work, volunteering, internships)

Skills

Achievements

Certifications & Awards

Referees (available upon request)

What is a professional summary?

- A short paragraph (2–4 sentences) at the top of your resume.
- Quickly highlights:
 - ❖ Who you are
 - ❖ What you're studying
 - ❖ Key skills and strengths
 - ❖ Career goals
- Acts as your written 'elevator pitch' to internship hosts.

Tip:

Focus on your degree/s, experiences (internships, part-time/casual work, volunteering), and skills like communication, teamwork, or analysis.

Examples

Motivated third-year Bachelor of Commerce student majoring in Finance, with strong skills in data analysis and financial reporting. Recently supported investment research during an internship at XYZ Capital. Eager to apply my analytical skills and passion for financial markets in an internship opportunity to build real-world experience.

Enthusiastic postgraduate marketing student with a strong interest in brand development and strategic communication. Skilled in market research, brand positioning, and campaign planning through coursework and consulting projects. Looking to contribute creativity and strategic thinking to a brand-focused marketing team.

STAR method for bullet points

- **Situation:** What was the situation in relation to your work role?
- **Task:** What needed to be achieved? What obstacles did you overcome?
- **Action:** What were the steps you took?
- **Results:** What was the outcome?

Example: Increased customer satisfaction by 20% by implementing a new feedback system.

- **Situation:** Customer feedback was inconsistent;
- **Task:** Improve satisfaction;
- **Action:** Created and implemented system;
- **Result:** 20% increase.



Action-oriented accomplishment statements

Accelerated	Collaborated	Edited
Identified	Researched	Allocated
Concluded	Encouraged	Organised
Reviewed	Advised	Co-operated
Initiated	Persuaded	Revived
Attained	Expedited	Influenced
Performed	Strengthened	Delegated
Facilitated	Interpreted	Produced
Balanced	Devised	Fashioned
Launched	Sustained	Budgeted
Directed	Finalised	Recorded
Upgraded	Built	Displayed
Moderated	Reported	Validated
Coordinated	Generated	Motivated
Represented	Wrote	Negotiated
Implemented	Estimated	Developed
Assessed	Submitted	Recommended
Marketed		

Activity

Job Title: Junior Business Analyst

Location: Sydney, NSW

Company: Tech Solutions Pty Ltd

Employment Type: Full-time, Graduate Opportunity

About Us

Tech Solutions Pty Ltd delivers cutting-edge software and technology solutions. We're looking for a Junior Business Analyst to join our team and support business process improvements.

Key Responsibilities:

- Gather and document business requirements
- Analyse data to support decision-making and improve processes
- Collaborate with teams to deliver project outcomes
- Assist in user acceptance testing (UAT) and solution implementation
- Create reports and presentations for stakeholders

Key Skills:

- Bachelor's degree in Business, Information Systems, IT, or related field (or nearing completion)
- Strong analytical, problem-solving, and communication skills
- Proficiency in Microsoft Office (Excel, PowerPoint)
- Familiarity with data analysis tools (e.g., SQL, Tableau) is a plus
- Organisational skills and ability to manage multiple tasks

Why Join Us?

- Career growth and development opportunities
- Exposure to exciting projects with leading clients
- Competitive salary and supportive team environment

Skills and Keywords

1. **Business Requirements Gathering** – Ability to collect and document business needs.
2. **Data Analysis** – Analysing data to support decisions and improve processes.
3. **User Acceptance Testing (UAT)** – Assisting with testing solutions before implementation.
4. **Project Outcomes** – Collaborating with teams to ensure successful delivery.
5. **Reports and Presentations** – Preparing clear documentation and presentations.
6. **Analytical Skills** – Ability to solve problems with a data-driven approach.
7. **Problem-solving** – Tackling challenges efficiently and effectively.
8. **Communication Skills** – Both written and verbal, for working with various stakeholders.
9. **Microsoft Office Proficiency** – Particularly in Excel and PowerPoint.
10. **Data Analysis Tools (optional)** – Experience with tools like SQL, Tableau, or Power BI.
11. **Organisational Skills** – Managing tasks and responsibilities effectively.
12. **Teamwork** – Ability to work collaboratively with others.



Written response

- 1 – 2 paragraphs (100-200 words)
- To address *why* the internship/s you are applying for is meaningful to you and your future career
- Keep the internship details and intern attributes in mind when writing

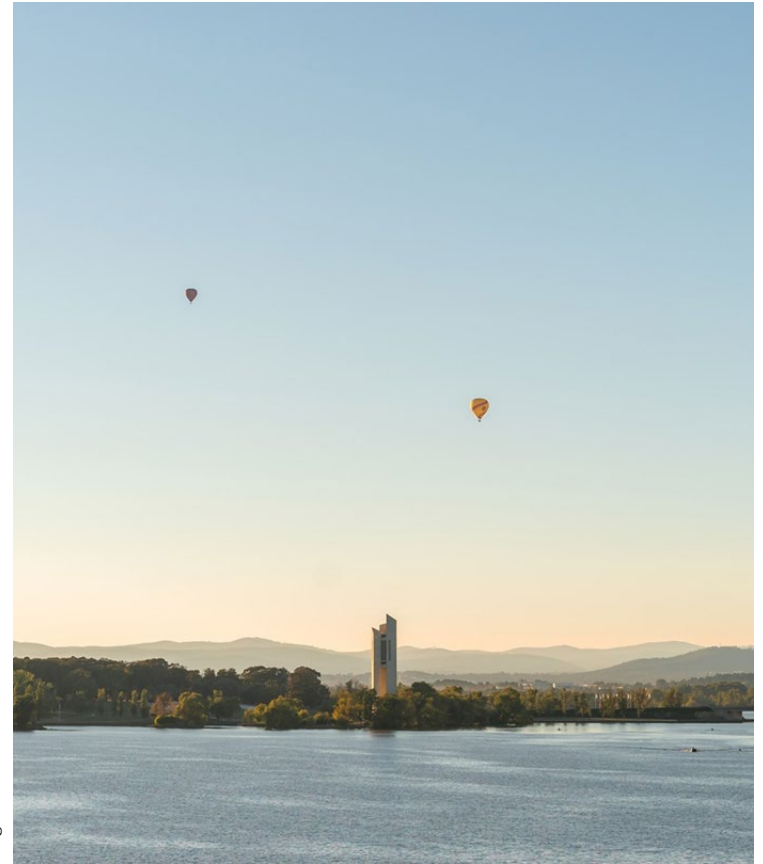


Resume review & updates

Next steps for success

- Update sections of your resume
- Focus on using the STAR method to describe achievements
- Tailor for CBE Internship
- Apply!
- Prepare for interview

Image credit here



Interview prep

Grow with Google

Career Certificates ▾

Courses ▾

AI Training ▾

For Partners ▾

Resources ▾

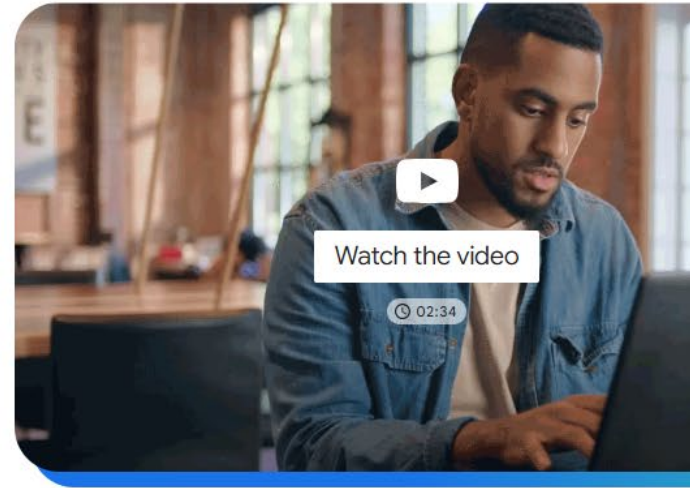
Grow with Google / Interview Warmup

interview **warmup**

Before you interview, get warmed up

If interviewing makes you nervous, you're not alone. Like any skill, it requires practice. Interview Warmup helps you become familiar with key questions, refine your answers, and get more comfortable with the interview process.

[Get started now](#) 



Important Dates for Semester 2 2025

	CBE-sourced	Student-sourced
Applications open and close dates	12 May – 28 May	12 May – 30 June
Eligibility checks	29 May – 10 June	Ongoing
Hosts review & interview	12 June – 26 June	N/A
Application outcome	27 June onwards	N/A
Acceptance and agreements	27 June – 8 July	By 8 July
Enrolment CBEA3070/CBEA6070 (you will be provided with permission codes)	By 9 July	By 9 July
Placement period (Semester starts 14 July O-Week)	23 July – 24 October 2025	
First compulsory workshop	Tuesday 22 July 2025	

Q&A



THANK YOU

Contact Us

CBE Careers and Student Employability

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W <https://cbe.anu.edu.au/cbe-careers>



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