

# SAMPLE INTERNSHIP RESUME

## Rory Callow

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Kingston, PA 19089

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### Objective

A summer internship in the field of human services with special interest in working with at-risk teens

### Qualifications

- Excellent communication and interpersonal skills
- Experience working with diverse populations
- Fluent in Spanish and English
- Strong computer and data entry skills
- Well organized, personable, and dependable

### Education

B.S. Kutztown University of Pennsylvania  
**Major: Criminal Justice**  
**Minor: Psychology**

Kutztown, PA  
May 2015

### Honors

President's Scholarship, Kutztown University, Kutztown, PA  
Eagle Scout, Troop 123, Kingston, PA

2011-2012  
2010

### Related Experience

Volunteer, KUBok Neighborhood Watch, Kutztown, PA November 2011-Present  
In conjunction with Kutztown Borough residents and police, monitored streets of Kutztown during peak social hours to keep students and residents safe.

Extern, Kingston Police Department, Kingston, PA July 2012  
Observed daily duties of police officers during a ride-along experience.

### Work Experience

Desk Receptionist, Kutztown University, Kutztown, PA January 2012- Present  
Greet guests and residents, enforce visitation policy and check guest identification.  
Answer questions, perform administrative and clerical tasks.

Head Life Guard, Hillcrest Swim Club, Kingston, PA Summer 2011  
Life Guard Summers 2009 and 2010  
Insured safety of patrons, enforced all rules and regulations, coordinated emergency procedures, provided first aid in emergency situations, maintained positive relationships and rapport with patrons, and performed general maintenance.

### Campus Involvement

Criminal Justice Club  
Deatrick Hall Council  
Men's Lacrosse Club

January 2012- Present  
October 2011- Present  
September 2011- Present

### References

Available upon request