



EDUCATION

WEB ADVERTISING SEMINAR
2015
University of London, UK

GRAPHIC DESIGN CREW
2015
London Art College, UK
Leader of the group. Lorem ipsum

HIGH SCHOOL UNIVERSITY
2008 - 2014
Short description of the school and the responsibilities you had in this position. Lorem ipsum dolor sit amet for dis oronci incant qui age vellet nunc.

SCHOOL TITLE LOREM
2008 - 2008
Short description of the position and the responsibilities you had in this position.

SKILLS

PHOTOGRAPHY

PHOTOSHOP

INDESIGN

WORDPRESS

TIME KEEPING

ORGANISATION

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Mastering the Internship CV

A Step-by-Step Guide for Students

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To secure an internship requires a CV that shows your potential, not your years of (formal) experience. 95% of the time, you have had none, but you have what it takes to add value to an organization. As a student/applicant, your CV should emphasize academic achievements, relevant technical skills, hands-on projects, and leadership potential. Follow along as we build a comprehensive application with this framework.

The **5** Golden Rules of Student CVs

Keep to one page.
Recruiters spend less than
10 seconds reviewing
(student) resumes.

Avoid the use of columns and
graphics. They are not visible to
Applicant Tracking Systems
(ATS) used by some
organizations for first screening.

Formatting

Use a clean layout.
Justify alignment to avoid clumsiness
Font size: 12 , headings 14-16
Line spacing: 1.5 max or watch out for instructions if any

Proofread: A single typo can
lead to disqualification. Save as
PDF to keep your formatting
intact.

Always save the file as ***your
name - CV***. You may include
the role you are applying for,
e.g., Habib Adetutu - CV -
Marketing intern

Core Sections Blueprint



Contact Header

Include your full name (large/bold), professional email, phone number, location (City, State), and your customized LinkedIn URL. (if available)

Professional Summary

A 2-3 sentence introductory hook. State your major, key hard skills, and what you aim to contribute to the specific target role.

Education (Top Priority)

List your university, degree, major, expected graduation date, and GPA (if 3.5 or higher). Feature a Relevant Coursework sub-section listing 4-6 advanced classes matching the job description.

Technical & Soft Skills

Group your skills into categories (e.g., **Technical:** Python, Excel, SQL; **Soft:** project management, team leadership). Align these keywords directly with the posting.

Academic & Personal Projects

Crucial for filling experience gaps. Highlight lab assignments, hackathons, open-source work, or extensive research. Detail what you built, the tools used, and the final outcome.

Experience & Leadership

Include part-time jobs, campus club involvements, or volunteer work. Focus on responsibilities, achievements, and how you added value to the team.

Transforming Impact with Action Verbs



Never start bullets with 'Responsible for...' or 'Duties included...'. Instead, use power verbs to quantify achievements:

Category	Power Verbs to Use	Example Application
Technical / Innovation	Built, coded, designed, engineered, automated, optimized	Automated a manual data-entry flow using Python, saving 5 hours weekly.
Leadership / Impact	Led, directed, spearheaded, coordinated, organized, managed	Spearheaded a 5-member campus committee that raised funding for charity.
Analysis / Strategy	Analyzed, evaluated, researched, forecasted, audited	Analyzed student engagement datasets to overhaul event marketing tactics.

Before you submit, ask:

1. Did I mirror 5-10 core keywords from the specific job description?
2. Did every single bullet point begin with a strong, active past-tense verb?
3. Are all margins consistent (between 0.5 and 1.0 inch) and fonts uniform?
4. Did I check that hyperlinks to my LinkedIn profile or portfolio actually work?





**BABCOCK
UNIVERSITY
ALUMNI**
...proud to belong

**CAREER
SERVICES**

Get Career Ready

About to apply for internship?

Send your CV to us by [filling out this form](#). Make sure you have applied what has been explained here. Our team will review and respond within 48 working hours.

About Us

The Career Services Unit at Babcock University is the dedicated bridge connecting academic excellence with global career readiness. Aligned with the university's commitment to holistic education, we empower students and alumni to identify their professional passions, develop critical workplace competencies, and navigate the job market with confidence. At Babcock Career Services, we don't just help students find jobs; we build the foundational skills and professional mindsets needed to raise future leaders and industry pioneers.



Our Services

- Career Coaching & Advisory
- Personal Branding & Positioning
- Employability Training & Workshops
- Strategic Industry Networking



[visit website](#)



alumni.careerservices@babcock.edu.ng



Alumni Office, Old
Classroom Block

MEET OUR TEAM



Dr. Tutu Habib
Career Services Lead



Dr. Jonathan Dagana
Associate Vice President
Alumni, Connectivity, and
Philanthropy



Balogun Banji
Administrative Assistant



Ayodeji Ajadi
Alumni Program Officer



Dr. Uzzibi Irmiya
Alumni Relations Officer-
Annual Gifts, Endowments,
Friends/Fundraising



Obia Christian
Administrative Assistant



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