

VBA Summer Internship: Resume Best Practices



1. Core Resume Best Practices (Student-Friendly Guide)

A. Keep It Clean, Simple, and Scannable

Recruiters scan quickly. You have 20 seconds to impress!

Recommendations:

- One page only (students do not need more)
- Black text, white background, no graphics or photos
- Consistent formatting (dates aligned, same font size)
- Use bullet points, not paragraphs

B. Bullets Should Show Impact, Not Just Tasks

A very common issue is listing *what you did* but not *why it mattered*.

Weak example:

- Helped customers at front desk

Stronger version:

- Assisted 30+ customers per shift, resolving issues efficiently and improving overall customer experience

Simple formula: Action verb + what you did + result or skill used

“You don’t need big numbers—clarity and relevance matter more.”

C. Education Goes Near the Top (For Students)

For current students:

- School, degree, major/minor
- Expected graduation date
- GPA **only** if it’s strong (generally 3.3+)

Honors, Dean’s List, or leadership programs absolutely belong here.

D. Skills Section Should Be Intentional

Many list too many vague skills.

Recommendations:

- Prioritize skills relevant to the industry
- Avoid filler like “hard worker” or “people person”

- Group skills logically (Technical / Analytical / Customer-Facing)

2. Banking-Specific Resume Guidance

A. What Banking Recruiters Actually Look For

Even for entry-level or internship roles, banks care about:

1. **Trust & professionalism**
2. **Attention to detail**
3. **Customer interaction**
4. **Consistency & reliability**

B. Non-Banking Experience Still Counts

- Retail
- Hospitality
- Campus jobs
- Athletics
- Student organizations

Examples of transferable banking skills:

- Handling money or transactions
- Customer-facing problem solving
- Following procedures
- Confidentiality
- Time management
- Teamwork under pressure

C. Keywords Align with Banking

- Customer service
- Accuracy
- Compliance
- Documentation
- Process improvement
- Financial transactions
- Relationship building
- Problem resolution
- Confidential information