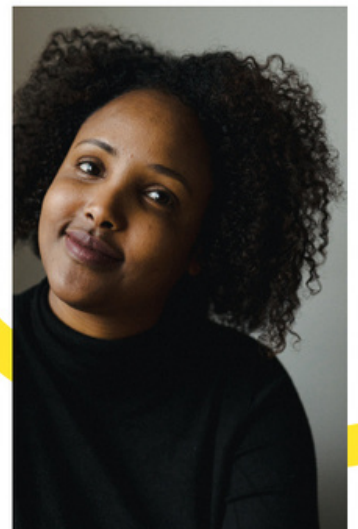
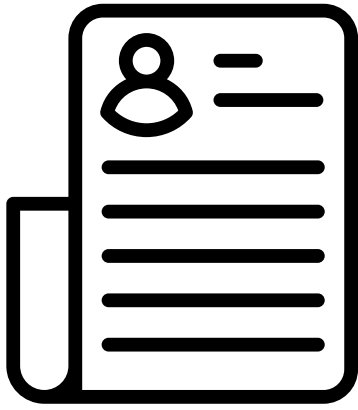


Putting Your Externship to Work

How to Use Your Experience to Land Your Dream job





Step 1

Update Your Resume & LinkedIn Profile

As you curate your resume to highlight your Paragon One externship, remember that remote internships are more than just remote. They are dynamic experiences that illuminate your adaptability, self-reliance, and ability to connect and contribute to teams—no matter the distance. With the right approach and attention to detail, your resume can effectively showcase how you've harnessed the power of remote work to thrive in a modern professional landscape.

- **Customize Your Description**

Tailor your internship responsibilities to align with the job you're applying for. Highlight tasks that showcase relevant skills and experiences.

- **Emphasize Problem-Solving**

Describe how you tackled challenges specific to remote work, such as communication barriers or time zone differences.

- **Highlight Soft Skills**

Remote work hones skills like clear communication, adaptability, and self-motivation. Provide examples of how you've applied these skills during your externship.

- **Mention Remote Tools**

If you've used project management tools, virtual collaboration platforms, or video conferencing software, list them. Familiarity with these tools is an asset.

- **Address Results**

Don't just list tasks—show outcomes. Whether it's an efficiency improvement or a successful virtual event, quantify your achievements.

- **Discuss Remote Communication**

Remote work relies heavily on written communication. Mention how you've honed your written skills through emails, reports, or documentation.

You should keep your resume specific to your work and tailor it to the job you're applying for. For example, if you participated in one of our popular externships, you might write something like this:

PwC Non-Profit Consulting Remote Externship

- Collaborated with a virtual team of peers on a consulting project for a non-profit organization.
- Conducted thorough market research to identify opportunities for enhanced donor engagement.
- Assisted in creating data-driven recommendations for optimizing the non-profit's fundraising strategies.
- Participated in virtual workshops led by industry experts to refine consulting skills and gain insights into non-profit management.

Skills From This Externship You Can Include on Your Resume:

- Market research and analysis
- Data-driven decision-making
- Virtual teamwork and collaboration
- Non-profit sector insights
- Problem-solving in remote settings

Beats by Dr. Dre Branding Strategy & Business Analytics Remote Externship

- Worked remotely with a diverse team on devising branding strategies for Beats by Dr. Dre.
- Analyzed market trends and consumer behavior to recommend product positioning and marketing approaches.
- Collaborated virtually to create compelling pitch presentations for improving brand visibility and customer engagement.

Skills From This Externship You Can Include on Your Resume:

- Branding strategy development
- Consumer behavior analysis
- Virtual presentation skills
- Cross-functional collaboration
- Remote project management

National Geographic Society & The Nature Conservancy Freshwater and Community Conservation Remote Externship:

- Engaged remotely in conservation efforts with the National Geographic Society and The Nature Conservancy.
- Collaborated virtually with a team to research freshwater conservation challenges and community engagement methods.
- Assisted in designing educational materials for raising awareness about freshwater ecosystems.
- Participated in discussions with conservation experts, expanding understanding of environmental sustainability.

Skills From This Externship You Can Include on Your Resume:

- Conservation research and analysis
- Remote teamwork and communication
- Educational content development
- Environmental awareness advocacy



Step 2

Tailor Your Resume to the Job Description

Remember, these templates are just starting points. Tailor them to your specific experiences and roles, and ensure they align with your actual responsibilities and accomplishments during the externships. You can use Chat GPT as a tool to help with customization.

When your prompt Chat GPT, make sure to include:

- Draft of your resume
- Job description you are applying for
- Background info for you (education, skills, years of experience, etc.)

Chat GPT Prompts to Tailor Your Resume

“ I just graduated from ABC University with a degree in Marketing, and I'm looking for a job. During college, I was a member of the Marketing Club and volunteered with a local non-profit to create and implement a successful fundraising campaign that raised \$5,000. I also completed an internship at XYZ Corporation, where I assisted in developing social media campaigns that led to a 20% increase in engagement. Can you create a resume for me tailored to the job description, showcasing my unique experiences and qualifications?

This is my current resume: [paste resume].

This is the job description of the role I am applying for: [paste job description]. ”

“ Please generate a one-page resume for me as a software engineer with 5 years of experience. The resume should highlight my experience with full-stack web development using Python and Django and my experience with AWS and Docker. Can you also provide sample metrics for measuring the success of projects I've worked on in terms of performance and scalability?

This is my current resume: [paste your resume]. ”



Step 3

Announce Your Externship Achievement on LinkedIn

If you recently completed your externship, make sure to share your certificate on LinkedIn with a post describing what you accomplished. We recommend something like this:

“ 🎉 Exciting News: I'm thrilled to announce the successful completion of my [Company Name] Remote Externship! 🚀

Over the past [Duration], I had the incredible opportunity to participate in the [Brief Description of Program] offered by [Company Name]. 🌐

This Externship was an immersive experience that allowed me to dive deep into [mention a key focus area or project], gaining hands-on insights into [industry/field].

🔍 Throughout the program, I honed my [mention skills] as I [briefly describe what you did or learned]. From [specific task or project], I developed a strong knack for [key skill or competency] and learned how to [mention a valuable lesson or skill developed].

★ What truly stood out to me was the power of remote collaboration. Working alongside a diverse team of [mention team characteristics], I not only discovered the value of effective communication across different time zones but also enhanced my problem-solving abilities in virtual settings. 💡

📚 This externship experience reaffirmed my passion for [industry/field] and my commitment to continuous learning. I'm excited to carry forward the knowledge gained and contribute meaningfully to [industry/field]. 🙌

A huge thank you to [Company Name] and Paragon One for providing this incredible opportunity and to my supportive peers and mentors who made this journey exceptional. 🙏
#Externship #ProfessionalDevelopment #RemoteWork #LearningJourney





[Want more insider career tips? Check out our student blog for all things professional development:](http://www.paragonone.com)
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