

# HIGHLIGHTING YOUR EXPERIENCES DURING COVID-19

This tip sheet provides resume formatting suggestions to highlight your various remote experiences and activities during the online instruction period.

**Career Development** activities that can be added to your resume include:

- Information Interviews and job shadowing
- Online professional development activities

**Sample resume format**

- Conducted 5 informational interviews with media industry experts to learn more about SEO, Google Ad words, and topics relevant to the field
- Practiced case studies with a small group of peers and had findings evaluated by a current expert; received positive feedback on solutions shared
- Participated in an online career readiness course and earned the ProfessoNole Ready badge

**Projects or Research** activities that can be added to your resume include:

- Class projects
- Remote research experiences
- Remote Directed Individual Study (DIS) experiences
- Grants that you have applied to
- Virtual volunteerism

**Sample resume format**

Undergraduate Research and Academic Engagement (UROP)

- Meet virtually twice a month to receive personal guidance about research and resources
- Conduct 5-10 hours of remote research weekly for a local start-up media company

**Additional Training** that can be added to your resume include:

- Certifications
- Remote courses such as [LinkedIn Learning](#), [Coursera](#), [Open Culture](#): Access hundreds of free courses from top universities collected here

**Sample resume format**

- Completed Java Basics and HTML intermediate courses through LinkedIn Learning
- Participated in a Coursera online course called Content Strategies for Professionals
- Joined an MIT course for Creative Programming for Digital Media and Apps

**Rescinded internship or job offers** that can be added to your resume include:

- Job or internship offers that were rescinded due to COVID-19. Stay in contact with the employer to see if they would be willing to serve as a reference for you or verify the offer.

**Sample resume format**

XYZ Company, West Palm Beach, FL

Summer 2020

Social Media Intern (Offer rescinded due to COVID-19)

- Interviewed for a competitive position at XYZ company, and was offered 1 of the 2 internship positions at the company

## Resume Sample

# Renegade S. Westcott

(850) 123-4567 / rwestcott@my.fsu.edu

[LinkedIn](#) | [Folio](#)

### OBJECTIVE

To gain remote internship experience in the media and communication industry

### EDUCATION

Florida State University, Tallahassee, FL

Expected Graduation: December 2020

#### **Bachelor of Science, Media and Communication Studies**

*Minor in Social Entrepreneurship*

### ADDITIONAL TRAINING

- Completed Java Basics and HTML intermediate courses through LinkedIn Learning
- Participated in a Coursera online course called Content Strategies for Professionals
- Joined an MIT course for Creative Programming for Digital Media and Apps

### PROJECTS

- Developed a website to compile sample work here: [samplewebsite.com](#)
- Contributed to Dr. Smith's research focused on media accuracy, fact-checking, and misinformation basics by identifying news sources to investigate common themes
- Completed an article and submitted to [publication name] for review

### RESEARCH

Undergraduate Research and Academic Engagement, Florida State University

Summer 2020

- Meet virtually twice a month to receive personal guidance about research and resources
- Conduct 5-10 hours of remote research weekly for a local start-up media company

### EXPERIENCE

XYZ Company, West Palm Beach, FL

Summer 2020

Social Media Intern (*Offer obtained and rescinded due to COVID-19*)

- Interviewed for a competitive position at XYZ company, and was offered 1 of the 2 internship positions at the company

### CAREER READY ACTIVITIES

- Conducted 5 informational interviews with media industry experts to learn more about SEO, Google Ad words, and topics relevant to the field
- Practiced case studies with a small group of peers and had findings evaluated by a current expert; received positive feedback on solutions shared
- Participated in an online career readiness course and earned the ProfessoNole Ready badge

*\*This resume sample is not intended to replace your current resume sections, but to provide additional suggestions for including remote experiences during COVID-19.*

