



# HPSSC & USOPC Internship Materials

## Application Tips

### Your Resume

1. Show your websites.
  - a. Link your portfolio, GitHub, or LinkedIn to help our hiring team understand who you are!
  - b. Make sure the link is clickable if sharing the file electronically and write out the link if sharing a physical copy of your resume.
2. Keep it relevant to the job.
  - a. We understand that you may not have direct experience with para-athletes.
    - i. try to show any transferable skills either from your courses, course projects, or volunteering experiences.
    - ii. We want to know what you are learning and how you would apply it to an internship.
3. Make it measurable.
  - a. Quantify your achievements.
    - i. List courses that are relevant to the internship
4. List your skills and tools.
  - a. Having your skills and tools listed can help our hiring team understand what you can bring to the table.
    - i. For technical skills, a separate section is appropriate
    - ii. For all other skills, make sure they are embedded in your experiences.
    - iii. We want to know how you are a great communicator.
5. Most importantly, keep it clean and informative!



# **HPSSC & USOPC Internship Materials**

## **Application Tips**

### Your Cover Letter

- How did you know about the program? If you heard about the program from someone in our team, mention it! We would love to remember our conversation with you.
- What do you want to learn from HPSSC and USOPC? Explain your goal in this internship. We would like to help you as much as you are helping us!
- Why would you like this position? Explain why you want to work in this position and with HPSSC and USOPC how did this position catch your attention?
- Why would you be a good fit? Explain your skills and why you would be a good candidate for the internship.
- Show enthusiasm! Tell us why you're excited to work with us!