

RESUME WRITING for ICLA

- You are writing a resume specifically for getting an internship in Los Angeles.
- You are introducing yourself with your resume and cover letter. As if you were meeting them in-person, you need to make a good impression – so layout is important.
- Limit your resume to one page and save it as a PDF file. If you have too much information, edit your resume down. Not enough information to fill the page, what can you add?
- Your resume needs to be clear, concise, and well-formatted. And NO TYPOS!
- Your resume needs to be tailored to the internship. Only include information that is relevant to the internship you are applying for.

SECTIONS OF RESUME

- HEADING
- EDUCATION
- INTERNSHIP(S)
- EXPERIENCE or PRODUCTION EXPERIENCE
- WORK EXPERIENCE
- SKILLS
- LEADERSHIP or EXTRACURRICULAR ACTIVITIES or VOLUNTEER WORK

HEADING

- Include your name and contact information.
- No photograph/headshot or clip art.
- No bright colors with graphics or fonts. Keep it professional.
- Do not include your home address.
- Use a professional email address – no funny names.
- Proper phone number format (323) 851-6199.
- LinkedIn URL should be your profile link. You can customize your URL to be just your name.
- Do not include a SUMMARY or OBJECTIVE – this information can be in your cover letter.

STEVE KEREM

(323) 851-6199 | skerem@ithaca.edu | www.linkedin.com/in/steve-kerem

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(323) 851-6199 • stevekerem@gmail.com • www.linkedin.com/in/steve-kerem

EDUCATION

- Keep this section brief.
- Include name of school, location, degree and major, expected graduation date. Do NOT include high school.
- Can include minor if it is relevant.
- Do not include your GPA, unless an application asks for it.
- Do not list your courses.
- Do not include acronyms or shorthand jargon (don't assume person knows what you are talking about)
- Do not include any irrelevant information.

EDUCATION

Ithaca College | Ithaca, NY

Roy H. Park School of Communications

Bachelor of Fine Arts, Writing for Film, Television and Emerging Media

Minor in Marketing

Expected graduation: May 2026

Ithaca College London Center

Jan - May 2024

INTERNSHIPS / EXPERIENCE

- List your relevant experience.
- List jobs in reverse chronological order with most recent first.
- If you have enough space, you can create a separate section for INTERNSHIP(S). Otherwise you can list internships first under EXPERIENCE.
- There are several ways you can format each listing, but you should include your **job title/position, name of company/place you worked, location (City, ST), start and end dates** (months and years).
- Then write bullet points to describe your job duties for each experience.

BULLET POINTS

- Bullet points provide more details about your experience.
- Be clear and concise. You don't have to list everything you did. Keep it relevant.
- Do not write as a paragraph or in wordy sentences.
- Use strong action verbs – Produced... Managed... Supervised... Created...
- Use proper verb tense. Past tense for previous positions and present tense for current/ongoing positions.
- When you start to tailor your resume, use key words from the application. Tell them you have the experience they are looking for.

INTERNSHIP

Production Intern

May – Aug 2025

Karga Seven Pictures | Boston, MA

- Provided research for several docu-series in production, created call sheets and travel itineraries for crew and talent, and drafted weekly shoot schedules.
- Assisted with general office duties as needed.

EXPERIENCE

Coordinating Producer

Aug 2024 - Present

Roommate Rumble | Ithaca College Television | Ithaca, NY

- Supervise crew and talent for a comedic game show series.
- Coordinate production and post-production schedules, organize host scripts and talent questions, and create social media posts.

SKILLS

- List your technical/hard skills – any and all software, programs, apps, specific tech/equipment, social media platforms that you are proficient with.
- Do not rate your proficiency levels.
- Do not include soft skills such as Organized, Detail-oriented, Strong communication skills.
- Do not include job types or positions such as Directing, Writing, Editing.
- Keep it relevant.

TIPS FOR WRITING A RESUME

- First write a master document listing all of your experiences, jobs, skills, extracurriculars, etc. Then you can decide what is relevant and pull from this list to create your one-page resume.
- Use trial and error to create a resume you are pleased with. Try different fonts, font sizes, spacing, and formatting until everything fits neatly on the page.
- Use proper margins so your resume is not pushed to the edges of the page.
- Use proper spacing so that your resume is easy to read.
- Be consistent with your formatting.
- Do not overuse bolding or italics. Use them with purpose.
- Proofread your resume several times and then have someone else look it over.
- Print your resume out and review it on paper. Does it look clean? Is it easy to read?

COVER LETTER

- The cover letter consists of 3 main objectives: WHO you are, WHY you want this internship, and HOW you are qualified.
- This is your FIRST IMPRESSION so make it count!
- Cover letter should be one page – 3 to 4 paragraphs.
- Do not write a form letter. You must tailor each letter to the company/application.
- Research the company. Know what they do/produce.
- Connect to the company. Why do you want to work for them? What do they do/produce that resonates with you? How do they align with your career goals?
- Read the application/qualifications and write in response to what they are looking for.
- Express strong interest without coming across as a fan. Do not write a personal essay. Keep it professional.
- Read it out loud! Is it grammatically correct? Does it have proper sentence structure?

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Staff Writer, Life & Culture

Sep 2023 – Dec 2024

The Ithacan | Ithaca, NY

- Wrote weekly articles covering campus events, local creatives and film reviews to spotlight Ithaca's cultural scene.

Teaching Assistant

Aug – Dec 2023

Cinema Production | Ithaca College | Ithaca, NY

- Assisted with class projects and demonstrations, provided constructive feedback on students' work.
- Mentored students on best practices and set etiquette.

Equipment Specialist

Jan – May 2023

Park Portable Equipment Services | Ithaca College | Ithaca, NY

- Inspected and tested various production equipment, verified and filled rental orders and managed returns.

SHORT FILMS

<i>Take It or Leave It</i>	Director	2025
<i>Caramel</i>	Writer/Director	2025
<i>Fool's Goldfish</i>	Director of Photography	2024
<i>An Angel in Disgust</i>	Audio	2024

WORK EXPERIENCE

Server | The Copper Door | Salem, NH

May – Aug 2025

Sales Associate | J Crew Outlet | Salem, NH

May – Aug 2024

SKILLS

Software: Adobe (Premiere Pro, Photoshop, Lightroom), Final Cut Pro, DaVinci Resolve, Canva

Camera: Sony FX6, Sony A7IV

Social Media: Instagram, Snapchat, TikTok, YouTube

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(323) 851-6199 | skerem@ithaca.edu

February 12, 2026

Dear Hiring Manager:

I'm excited to apply for the Social Assistant position at The Home Edit, as listed on Hello Sunshine's website. As a senior in Television & Digital Media Production at Ithaca College, I bring extensive experience in digital content creation and social media management. I will be attending the Ithaca College Los Angeles Program this summer and receiving college credit for my internship.

My journey in storytelling has taken me through a variety of mediums—I've directed a globally award-winning short film, created commercial theatrical trailers for regional theatre, and built a community of over 20,000 on TikTok, showcasing my ability to create compelling, viral content that I'm excited to bring to The Home Edit's social media channels. In my previous roles as an Amazon Prime Brand Manager and Digital Marketing Intern at the Pennsylvania Shakespeare Festival, I gained valuable experience in managing social media, crafting engaging content, and implementing SEO best practices. My proficiency in Adobe Premiere Pro, combined with my collaborative skills and ability to manage production schedules, ensures high-quality content delivery. I understand the importance of maintaining a consistent brand voice, particularly for a visually-driven brand like The Home Edit.

I am deeply passionate about creating inclusive spaces that celebrate diverse voices and foster meaningful conversations. I thrive in collaborative environments, valuing open communication and teamwork to drive creativity and innovation. I am particularly drawn to The Home Edit's unique blend of form and function and am eager to contribute to your social media strategy and content creation. With my creative vision, technical skills, and insight into social media trends, I am confident I would be a valuable addition to your team.

I look forward to the opportunity to discuss how I can contribute to The Home Edit's continued success and growth in the social media space. I will be arriving in Los Angeles the week of May 17 and can be reached at (323) 851-6199 or skerem@ithaca.edu.

Thank you for your consideration.

Sincerely,

Steve Kerem