

How to List Micro-Internships on Your Resume or LinkedIn

After completing your first Micro-Internship, take a few minutes to add the experience to your resume and LinkedIn profile. Be sure to list the core skills you used to complete the project, as well as any quantitative or qualitative impacts your project had.

LinkedIn Example



Independent Consultant

Parker Dewey • Internship

Apr 2021 - May 2021 • 2 mos

Remote



Completed a Micro-Internship for a Chicago-based SaaS platform creating SEO content to attract and educate marketing professionals via the client's blog.

- * Researched the topic, Email Marketing, to compile relevant information from industry publications as well as well-known email marketers.
- * Drafted a 1,600 word article based on the keyword topic with references and in-text links to the organization's existing content.
- * Content I created will be used for top-of-funnel marketing and my manager estimated I cut down her workload by 15 hours by taking on the research and first draft, leaving her and her team to finalize and publish.
- * Link to my article is available upon request to protect the confidentiality of my client.



Chicago-based SaaS platform targeting marketing professionals.

SEO content creation involving research and writing.

1,600-word article for top-of-funnel marketing; estimated time savings of 15 hours for existing team because of my work.

List Parker Dewey as your employer

All projects completed on Parker Dewey are subject to an NDA (nondisclosure agreement) that you agree to when signing up. Unless you have explicit permission from the client, always list Parker Dewey as your Micro-Internship employer.

Your title at Parker Dewey is Independent Consultant.

Describe the client

Even though you may not have permission to mention your client by name, you can use descriptors like industry, location, or business sector.

Describe the project

Specify the task and the deliverable that you completed for the project, including the use of any software, tools, or specialized skills.

Demonstrate your impact

Use quantitative data like the number of contacts you updated or the number of words for an article you wrote, along with qualitative data like the time savings you provided to the project manager or the use case for your finished project.

If you're unsure how your project will impact the organization you Micro-Interned with, reach out to your manager for help understanding how your work fits into their big picture operations.