

FORCE RENEWAL PROGRAMS

Two-Page Resume Tips



To comply with the Executive Order and qualify for Force Renewal programs, resumes must be limited to two pages. This ensures consistency, fairness, and efficient evaluation across all applicants. Failure to meet this requirement will result in disqualification.

Creating a strong resume is essential when applying for Air Force internships. Follow these guidelines to ensure your application stands out for the right reasons.

Keep It Concise and Clean

Limit your resume to **no more than two pages**. Use clean formatting with bold section headers and bullet points to make it easy to scan quickly.

Use Professional Fonts and Formatting

Choose a sans-serif font like Lato (if available). Other widely accessible options include Calibri, Helvetica, Arial, Verdana, Open Sans, Source Sans Pro, Roboto, or Noto Sans. Use 14-point font for section titles and 10-point font for body text to ensure readability.

Add a Brief Summary (Optional)

Include a short, two-line summary at the top that highlights who you are and what you're aiming for.

EXAMPLE: Political science major with a strong interest in defense policy and public service. Seeking internship experience in federal operations.

Prioritize Education

Place your education section near the top. List your university, major, expected graduation date, and GPA (only if it's **2.95 or higher**).

EXAMPLE: B.S. in Computer Science, University of Texas at San Antonio. Expected Graduation: May 2026 | GPA: 3.7

Use Clear, Impactful Bullet Points

Start each bullet with strong action verbs like "Led," "Built," "Researched," "Presented," etc. Keep descriptions concise and focused on results.

Quantify Your Achievements

Use numbers to make your accomplishments more concrete.

EXAMPLE: Managed a \$5,000 budget for student organization events.

Highlight Relevant Coursework and Projects

Include two to three courses or academic projects that align with the internship's focus.

EXAMPLE: Completed "Intro to National Security" and led a team project on cybersecurity policy.

Emphasize Transferable Skills

Showcase skills such as **leadership, teamwork, problem-solving, and communication**, regardless of your major.

Align With the Internship Posting

Mirror the language used in the job description. If it mentions "data analysis" or "policy research," incorporate those keywords into your resume.

Include Extracurriculars That Show Initiative

Mention clubs, volunteer work, or leadership roles that reflect your motivation, values, and ability to contribute.

Proofread Thoroughly

Use spell check and review for formatting consistency. Avoid typos and formatting errors. Avoid acronyms unless you spell them out first. Have someone else review your resume before submitting to ensure it's polished and professional.

Avoid Disqualifying Information

Do not include:

- Classified or government-sensitive information
- Social Security Number (SSN)
- Personal photos
- Personal details such as age, sex, or religious affiliation
- Encrypted or digitally signed documents

Additional Notes

Supervisor name and contact information is not required in the header of the position unless specified by your program. It is recommended to include the number of hours per week worked for each role.

Keeping your resume free of sensitive or inappropriate content ensures it meets application standards and reflects your professionalism.

Scan for
Additional
Guidance

