**

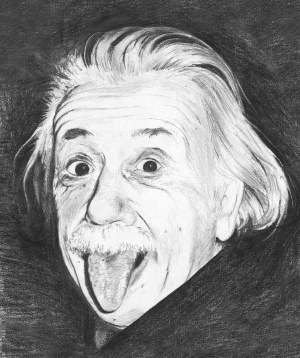
**“Getting it all on the page”**

**Creating an “Internship Summary” with style and substance**

*A good summary page is a concise, visually appealing*

*communication and marketing tool.*

|  |  |
| --- | --- |
| Do   * Use bullet points * Relay vital and interesting facts * Include pictures/graphics/photographs * Include contact information * Fit to one standard (8”x11”) page | Don’t   * Use technical jargon * Use acronyms * Write in large paragraphs * Forget to credit sources * Forget to proofread |



“If you can't explain it simply, you don't understand it well enough.” – Albert Einstein

**

*For more information on this guide, please contact:*

*Alison Sasnett*

*703 358 2647*

*alison\_sasnett@fws.gov*

Image via https://memegenerator.net/instance/53483419/liam-owl-any-questions