**

**“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.*

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| 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

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