

**[Full Name]**  
**[Street Address, City, State, Zip]**  
**[Area Code & Phone Number]; [Email address]**

**Objective Statement**

[One sentence that specifically explains the internship you are seeking (i.e. field, topic, etc.) This should not be a “summary of qualifications”]

**Education**

[College Name, Location] [Term/Year to Present]  
[Major(s); minor(s)]  
Expected Transfer Date – [Term/Year]  
[Cumulative GPA]

**(Note: repeat for all colleges attended, starting with current college first. Do not list high school.)**

**Related Coursework**

[Examples: General Chemistry I, Introductory Mechanics, Multivariable Calculus]

**Academic Experiences**

[Examples: research projects, special campus programs for STEM majors, other NASA activities (i.e. NCAS). List name of experience, location, dates, and several bullet points describing the experience.]

**Work Experience (could also be “Volunteer Experience”)**

[List name of company/organization, location, dates, position/role, and several bullet points describing the experience.] **(Note: Entries do not have to be STEM-related)**

**Skills**

[Examples: Java, Matlab, Bilingual English/Spanish. For each skill, indicate your level of proficiency (i.e. “Java – intermediate”)]

**Extracurricular Activities**

[Examples: STEM Club, Student Government, Intercollegiate Volleyball, Meals on Wheels Driver. List name of activity, location, dates, position/role, and description.]

**Optional Sections:**

- Academic Publications/Presentations
- Awards & Honors
- Hobbies/Interests

*DO NOT INCLUDE: photographs, social security number, fancy fonts, text that is less than 10 pt., or color. Simple and easy to read is the best approach!*