

SAMPLE RESUME TEMPLATE FOR UNDERGRADUATE STUDENTS

STUDENT NAME

Citizenship Status

Email Address (avoid anything like "beachbum@gmail.com")

Permanent Address

Cell Phone Number (Be sure that your outgoing message sounds professional!)

OBJECTIVE: This should be one to two concisely written sentences about your interests and how you would like to further develop them.

EDUCATION:

- School Name; Major; Degree; Expected Graduation Date; Grade Point Average (No acronyms/abbreviations)

RELEVANT COURSEWORK

- Focus on science, mathematics, engineering, and computer courses. List courses that support your major and that might be relevant to conducting a research project. Okay to list courses that are "in progress."

SCHOOL PROJECTS:

- List projects (extracurricular; in-class) that are related to your major/objective.
- Note the role you played in creating the project and what skills you used.
- What did you learn?
- What was the outcome?

WORK EXPERIENCE (if applicable):

- Job Title, Company Name, Dates of Employment
- Listed in Chronological Order the Most Current Employer First
- Very briefly, describe your tasks and accomplishments for each job.

SPECIAL SKILLS/EXTRACURRICULAR ACTIVITIES/AWARDS:

E.g. laboratory skills, machining skills, computer programming, leadership, etc.

REFERENCES:

- Available Upon Request.

Request references from people who can attest to your academic initiative, work ethic, teamwork skills, perseverance, etc. If possible, science, math, engineering teachers/professors, previous internship mentors, community leadership (no more than one of the latter.)