

[Full Name]
[Area Code & Phone Number]; [Email address]

Objective Statement

[Major] seeking an internship with NASA Jet Propulsion Laboratory working on (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 Graduation Date – [Month/Year]
[Cumulative GPA]

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

Work Experience(s) (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 but should be relevant)

Academic Experiences

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

Related Coursework

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

Skills

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

Extracurricular Activities

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

Additional Sections:

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