

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

Objective Statement

[Major] seeking an internship with the NASA Jet Propulsion Laboratory under [AO#]

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!