

SAMPLE RESUME TEMPLATE FOR UNDERGRADUATE STUDENTS

STUDENT NAME

Permanent Address

Email

Best contact number (make sure your outgoing cell phone voicemail greeting 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 (don't use acronyms); Major; Expected graduation date; GPA

RELEVANT COURSEWORK

- Focus on science, math, computer courses or anything that supports your major and that might be relevant to conducting a research project. OK to list courses in which you are currently enrolled.

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 with most current job first
- Very briefly describe your tasks and accomplishments for each job

SPECIAL SKILLS/EXTRACURRICULAR ACTIVITIES/AWARDS:

- e.g., lab skills, computer programming, leadership, etc.

REFERENCES

- List two people (and their contact info) who can attest to your academic initiative, work ethic, teamwork skills, perserverance, etc.