

This is a suggested resume layout. Please be sure to REMOVE all red notes before submitting your resume.

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#xxxxxx

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!