**NAME**  
Address, City, State Zip Code

Phone number with area code (texting is an option)  
Personal email address; College email address

**OBJECTIVE**  
To obtain an undergraduate research experience in the area of ………….

**EDUCATION**

Month/Year to present College name

Total hours attained: [enter #]; GPA: [enter GPA]

Field of Study: [enter major]

Relevant coursework completed: [list college course names completed that are relevant to the field of study, skip this if no career-relevant courses have been completed yet]

Month/Year-to-Month/Year High School name, Class of [enter year]

**EXPERIENCE** [in descending order]  
Month/Year-to-Month/Year [enter name of employer]

[enter job title]

[enter primary responsibilities]

Month/Year-to-Month/Year [enter name of employer]  
[enter job title]  
[enter primary responsibilities]

**RESEARCH EXPERIENCE**  
Year [description]

**CLASS PROJECTS** (create this section if you want to share information about significant class projects completed)

Year enter course name, describe project, concepts/technologies used, and the final deliverable

Year enter course name, describe project, concepts/technologies used, and the final deliverable

## **ADDITIONAL TRAINING**

Year [enter]

Year [enter]

Year [enter]

## **LEADERSHIP, RECOGNITIONS, AWARDS and COMMUNITY SERVICE**

Year [enter]

Year [enter]

Year [enter]

## **AFFLIATIONS**

Year [enter]

Year [enter]

## **TRAVEL**

Year [enter]

Year [enter]

## **OTHER SKILLS**

Languages  
Computer  
Technology

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Joe Smith, MS | College Professor | 333.333.3333 | [JS890@MSW.edu](mailto:JS890@MSW.edu) |
| Robert Engle, DVS | Veterinarian | 333.333.3333 | [RE4520@vetsvc.com](mailto:RE4520@vetsvc.com) |
| Angel Smith | Academic Advisor | 333.333.3333 | [AS58908@msw.edu](mailto:AS58908@msw.edu) |
| June Black | Dean | 333.333.3333 | [JB902445@equ.edu](mailto:JB902445@equ.edu) |