**First Name Last Name**

Phone Number **∙** current email

**OBJECTIVE**: To obtain and internship as a (position) at (company name)

**EDUCATION**

**Four-Year University**  (Graduation Date or expected Graduation Date)

Bachelor of Science/Arts:

* GPA X.XX

**Allan Hancock College**  (Graduation Date or Expected Graduation Date)

Associate of Science/Arts:

* GPA X.XX

**PROJECTS/RESEARCH**

**Project/Research Name** Month, Year

*Role in Project*

* Action Verb, What you did (Include #s), Why/How/Result of the project
* Action Verb, What you did (Include #s), Why/How/Result of the project
* Action Verb, What you did (Include #s), Why/How/Result of the project

**EXPERIENCE**

**Organization** Month. Year -Present

*Position*

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**Organization** Month, Year - Month, Year

*Position*

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**VOLUNTEER EXPERIENCE**

**Organization** Month, Year - Month, Year

*Position*

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**EXTRACURRICULAR ACTIVITIES**

**Organization** Month, Year - Month, Year

*Position*

* Action Verb, What you did (Include #s), Why/How/Result of the activity
* Action Verb, What you did (Include #s), Why/How/Result of the activity

**SKILLS/INTERESTS/ACHIEVEMENTS/ABILITIES (Choose one or more)**

* Languages and Proficiency
* Honors and Awards
* Certifications or Certificates
* Any other relevant information that could help you obtain the job you are interested in (Avoid saying things like “Excellent Leadership” or “Proficient in Microsoft Office”)