

# Full Name

Full Address, City, State Zip  
Phone • Email

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## OBJECTIVE

An Objective is a one sentence strategic plan regarding your possible success in the position. Answer the question “How will I hit the ground running?” or “What will I do to maximize success in the position” as a guide to addressing the Objective. The Objective is not necessarily about personal goals, but more about your goals for the position.

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## PROFESSIONAL EXPERIENCE

### Experience Title 1

(Dates worked, month and/or year)

Organization or Company

- Action Verb + Responsibility + Skill utilized to complete task
- Action Verb + Responsibility + Skill utilized to complete task
- Big Idea Contribution that assisted with projects
- Outcomes of projects

### Experience Title 2

(Dates worked, month and/or year)

Organization or Company

- ETC.

### Experience Title 3

- ETC.

You should have at least 3-4 experiences related to the position at hand. They can be any experiences including volunteer, service learning, research assistantships, laboratory experiences, field excursions, capstones, externships, co-ops, internships, and paid positions. Remember to only list experiences that are relatable to the qualifications the company is seeking. Projects and In-class Laboratory experiences may go in a different section titled “Projects” or “Laboratory Activities”

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## QUALIFICATIONS

**Laboratory Abilities:** What tools can you use, any methodologies that you can follow?

**Research Scope & Interests:** What types of core research have you participated in or are interested in?

**Software:** Do you know any technical software that can be utilized by the company

**Communication:** Look at requisition, what type of communication/organization skills are they seeking. List here.

**Foreign Language:** list foreign language capabilities here.

Make sure to include your credentials that match the preferred qualifications of the position. **These subtopics are all interchangeable and changeable depending on the position.** If you are not applying for a lab position, it is not that necessary to have lab abilities.

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## EDUCATION

### Bachelor of Science/Art in (Major)

(Date Graduated or Expected Date)

University of California, Merced: Merced, CA. GPA (Note that a 3.0 or higher will put the education section after the Summary. If you have less than a 3.0 do not list your gpa and leave your education below your technical skills and experience UNLESS the company explicitly requests your GPA), Minor, Honors

**Relevant Coursework:** List any coursework related to the position

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## ASSOCIATIONS

Professional Society (Date)

(Membership Years)

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## AWARDS & RECOGNITIONS

Scholarships, Honors, Recognitions, etc.

(Year received)