

Mizzou Student

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Permanent Address:
1100 Azure Road
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Objective

To utilize my [top 2 or 3 qualifications] in the [interest area] field. Special interests include: [List.] (Objective could be addressed in cover letter.)

Education

University of Missouri—Columbia

[Degree] in [Major] with minor or focus in [list areas of concentration outside major]; [Date of Graduation]

GPA: [Typically include if GPA is 3.0 or higher]

Did you finance a significant portion of your education through scholarships and work? If so, you may want to note this!

Depending on your qualifications and the positions, you could include relevant coursework, study abroad, special course projects as well. Include those aspects of your education that are unique and qualify you for the position.

Relevant Experience

Research Intern

Excellent Company

Summer 2005

Anywhere, USA

- Collected and analyzed data, working closely with Principal Investigator and team of graduate students
- Assisted with poster preparation and presentation at Life Sciences Week
- Use this space to highlight the skills that are most relevant to the position you are applying

Environmental Club

President and Founding Member

Fall 2002-Present

Columbia, MO

- Generated interest in club's mission and initiated process for club to become recognized on campus
- Proposed a new recycling method to decrease cost while increasing amount of materials actually recycled. Resulted in change that saved university approximately \$25,000 last year

Other Experience

Waiter

Steaks are Great

Fall 2002-Present

Columbia, MO

- You may or may not choose to highlight skills developed in this position

Telemarketer

Friends and Neighbors Fone Company

Summer 2002

Columbia, MO

Honors, Activities and Volunteer Work

Honor Society

Bright Flight Scholarship (Awarded to top 3% in state of Missouri)

Student Council: Secretary and Vice-President

Environmental Club