

**Vacancy: Biological Ambassador for International Programs, ID#23472**

**Joe Paul Sample  
XXX-XX-6789 (U.S. Citizen)**

**Current Address**

1601 E. Market Street, #1234  
Greensboro, NC 27411  
Day Phone: (123) 456-7890  
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Email: jsample@ncat.edu

**Permanent Address**

1234 Federal Street, Apt. #6  
Dallas, TX 13579  
Day Phone: (123) 456-7890  
Evening Phone: (123) 456-7890  
Email: jsample@yahoo.com

**EDUCATION**

North Carolina A&T State University  
**Bachelor of Science in Biology (Minor in Environmental Studies)**  
GPA = 3.5

Greensboro, NC  
May 2012

Guilford Technical Community College  
**Associates of Science in Earth Science**  
GPA = 3.3

Greensboro, NC  
May 2008

**EXPERIENCE**

Lassen Volcanic National Park Science-in-the-Parks Program  
3376 Lassen Park Street  
Sacramento, CA 22367

Position/Title: **National Park Intern**

Dates Employed: June 6 – August 15, 2011

Salary: \$1,000 (bi-weekly)

Hours per Week: 40+

Supervisor: Mr. Michael Smith

Supervisor Contact: (773) 456-7890; msmith@lvnpark.org

- Partnered with interpretive park ranger staff and assisted in projects that included environmental education, wildlife surveying, exhibit design, and program development.
- Planned, designed, and taught two Ranger Programs on “Lassen Wildlife” and “Birds of Lassen.”
- Initiated design, site recognition, and creation of an updated Indian Ways Interpretive Trail: “Through the Eyes of an Atsugewi.”
- Conceived the idea and created a hands-on children’s exhibit, “A Closer Look at Lassen” for the Loomis Museum.

UPC Lending & Financial Services  
2290 Hearthlake Road  
Dallas, TX 21198

Position/Title: **Associate Financial Intern**

Dates Employed: May 15 – August 1, 2011

Salary: \$500 (weekly)

Hours per Week: 35

Supervisor: Ms. Susan McGrogan

Supervisor Contact: (412) 345-4567; smcgro@upclend.net

- Worked daily with professional and accomplished financial advisors.
- Provided on-line access to financial information to UPC customers per request.
- Created a stock portfolio that consistently outperformed S&P 500 rate of return.
- Planned and presented a seminar for prospective clients as a closing project.

**ADDITIONAL TRAINING**

- Basic First Aid and CPR for the Professional Rescuer (2010)
- Effective Environmental Education Presentations Seminar (2010)
- Lassen Volcanic National Park Earth Safety Training (2011)

**HONORS**

University Dean's List (2009 – Present), University Student Ambassador International Student Roundtable (Fall 2010)

**CAMPUS ORGANIZATIONS**

Biology Club, "Biology Cares" Community Volunteer, Student Union Advisory Board (SUAB), Pathway House Volunteer, Organizer for Honda Quiz Bowl and Hall of Fame, North Carolina A&T Health & Safety Committee

**REFERENCES**

Furnished upon request

SAMPLE