Resumes: Writing About Your Skills

Your resume provides an overview of your experience and is often an employer's first impression of you. Recruiters spend just a few seconds on average looking at a resume so it is crucial to use a format that makes relevant information immediately visible. A good resume can help you land an interview, but even minor errors can take you out of the running. Bring your resume to Quick Queries or schedule an appointment with a counselor to ensure it will be effective. You can also upload your resume to VMock at **https://www.vmock.com/mit** to receive instant resume advice based on the metrics of other MIT undergrads, grad students, and postdocs.

For each experience on your resume, write a **PAR** statement:

P: Describe the PROJECT, the context, task or job.

A: What ACTIVITY did you do?

R: What were the RESULTS, outcomes, benefits?

Samples of how to best represent your experiences:

Before:

Cambridge Performing Center, Cambridge, MA — May 2015-June 2016
Theatre Marketing Intern
Responsibilities included coordinating artist press releases, compiling tracking sheets based on information from reservations and box office attendants, handling photo and press release mailing to media, assisting in radio copy writing and performing various other duties as assigned.

After:

Cambridge Performing Center (CPC), Cambridge, MA — May 2015-June 2016
Theatre Marketing Intern

- Coordinated press releases that contributed to an increase in annual sales by 10%
- Compiled and maintained a mailing list of 10,000 customers, CPC's largest ever
- Organized photo and press releases to XYZ Television and Cambridge Daily News
- Contributed to the copy writing of promotional radio commercials for five events

Before:

Bright Consulting Group, New York, NY — June-August 2016
Marketing Analyst
I analyzed competitive strategies for clients in the bio tech industry. Data gathered assessed profitability of strategies

After:

Bright Consulting Group, New York, NY — June-August 2016
Marketing Analyst

- Assessed profitability of expansion strategy in the biotech industry; results were used by the client to make market entry decision
- Gathered data, as part of a three-member team, by interviewing over 100 potential customers and presented the results to the clients

Use concrete action verbs (see page 23) and quantify items when possible.

Resumes: Writing About Your Skills *continued*

Samples of First-Year PAR Statements

Math Team Captain
Organized review sessions for 15 participants and scored practice tests, leading team to Top 5 finishes in the Arizona State Math League.

National Honor Society Service Chair
Coordinated the Senior Citizens Ball, which raised $1500 for a new Senior Activities Center.

Swim Instructor
Taught children between the ages of four and six basic swimming techniques to promote water safety and awareness.

Radio Shack Assistant Manager
Communicated product details and provided exceptional customer service to 50+ people per day. Promoted from cashier to Assistant Manager after only four months.

Burger King Team member
Worked in a fast-paced environment, received food-handling/cashier training, and experienced assembly line teamwork.

Examples of Upperclassman/Graduate Student PAR Statements

Undergraduate Researcher
- Investigated effects of gas phase oxygen concentration levels on Chinese Hamster Ovary cells in order to establish optimal settings for cell growth.
- Reduced cell division time by 30%.

Safety & Regulatory Engineering Intern
- Performed electromagnetic compatibility testing on X-ray, Ultrasound, and CT devices to ensure proper functionality.
- Reduced RF emissions of medical equipment by 50%.

Project Manager for Senior Design Team
- Analyze and evaluate current layout of the window fabrication facility.
- Collect and interpret flow data and presented results to the 5-person management team.

Summer Engineering Intern
- Analyzed office layout and curtain walls using CAD skills.
- Assisted applications engineers in preparing stamped structural calculations.

Software Intern
- Incorporated new algorithms into pipeline simulation modules and achieved a tenfold increase in speed.

YOUR TURN			
Experience	**Project**	**Activity**	**Result**
e.g. Undergrad researcher	Cell growth optimization	Investigated effects of oxygen concentration	Reduced cell division time by 30%

Action Verbs

Management Skills
Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Communication Skills
Addressed
Arbitrated
Arranged
Authored
Co-authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills
Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Inspired
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systemized

Technical Skills
Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved

Teaching Skills
Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Lectured
Persuaded
Set goals
Stimulated
Taught
Trained

Financial Skills
Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Managed
Planned
Projected
Researched

Creative Skills
Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Planned
Proved
Revised
Revitalized
Set up
Shaped
Streamlined
Structured
Tabulated
Validated

Helping Skills
Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Facilitated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Reinforced
Represented
Supported
Taught
Trained
Verified

Clerical or Detail Skills
Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected
Monitored
Operated
Ordered
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized

Stronger Verbs for Accomplishments
Accelerated
Achieved
Attained
Completed
Conceived
Convinced
Discovered
Doubled
Effected
Eliminated
Expanded
Expedited
Founded
Improved
Increased
Initiated
Innovated
Introduced
Invented
Launched
Mastered
Originated
Overcame
Overhauled
Pioneered
Reduced
Resolved
Revitalized
Spearheaded
Strengthened
Transformed
Upgraded

From To Boldly Go: Practical Career Advice for Scientists*, by Peter S. Fiske*

Resume Checklist

General Format

	Have you used Microsoft Word? Do not use a template; applicant tracking systems have trouble reading it.
	Are the margins consistent and > 0.5 inches and < 1 inch?
	Is your font size > 10 pt and < 12 pt? Is the font easy to read (Arial or Times New Roman, etc.)?
	Have you kept it to one page? You may use two pages if you have an advanced degree or extensive experience (10+ years).
	Have you left enough white space to make it easy to read?
	Have you used boldface and italics appropriately (headers or positions) and avoided underlining?
	Are dates clear and consistent? Is format and punctuation consistent?
	Are sections listed in order of importance to the employer?
	Are heading names descriptive (e.g. Research Experience, Leadership & Service, etc.)?

Contact Information

	Is your legal name clear and bold at the top? (also on the second page if applicable)
	Is your phone number included? Do you have a professional voicemail recorded?
	Is your email address included? Does it sound professional?
	If you are a U.S. citizen or hold a permanent resident VISA, did you include this if readers might think otherwise?

Education

	Are college/university names spelled out? (i.e. Massachusetts Institute of Technology not MIT)
	Did you list the official name of your degree or course?
	Did you list the month and year you earned, or expect to earn, your degree?
	Did you consider listing your GPA if strong (include scale if you list the GPA)
	Did you list coursework that aligns with your job search?

Experience

	Did you clearly list the organization/company name and your job title?
	Did you include the city and state (or country) in which you worked?
	Are the dates of employment listed for each?
	Did you list the project, activity, and results for each experience?
	Did you start each phrase with an action verb? (tenses: Past for past work, present for ongoing work)
	Did you give evidence and quantify relevant information (e.g. size, scale, budget, staff) for impact?
	Have you used keywords that apply to your industry and/or the job listings?
	Have you avoided the use of "I"?
	Have you considered and included all aspects of your experiences related to the job opening(s)?

Skills

	Have you included all relevant skill types (Programming languages, Foreign language, Lab skills, etc.)?
	Did you list all relevant skills within each skill type?

Activities/Honors/Leadership

	Did you list the activities, honors, and/or leadership experiences that are relevant?

Sample Resumes

First-Year Resume Sample

First Name Last Name

Room 123 MIT Dorm, 987 Institute Drive • Cambridge, MA 02139 • Phone: 617-xxx-xxxx • Email: Freshman@mit.edu

Education

Massachusetts Institute of Technology (MIT) — Cambridge, MA
Candidate for Bachelor of Science in Biology — June 2019
Coursework includes: Calculus, Electricity and Magnetism.

Southtown High School — Southtown, NS
Valedictorian in class of 128 students; SAT: 2260, ACT: 33 — May 2015
Relevant Courses: AP Calculus, AP Statistics, AP Biology.

Leadership Experience

MIT Undergraduate Giving Campaign — Cambridge, MA
Class of 2019 Co-Chair — November 2015

- Trained 12 members from the freshman class in fundraising activities, such as how to ask for a donation and how to properly document a donation.
- Organized a week-long schedule for the 12 members and myself to work at a booth to ask for donations.
- Achieved 31% participation within the freshman class, higher than that of the sophomores and juniors.
- Raised $1,250 from the freshman class for the MIT Public Service Center.

High School Newspaper — Southtown, NS
Chief Editor — August 2014-May 2015

- Proofread each article and authored two to three articles per issue.
- Printed one 24-page newspaper per month for 10 months.
- Oversaw staff of 14 students. Answered questions regarding articles and page design.

Assistant Editor — August 2012-May 2013
Sports Editor — August 2011-May 2012

Relay For Life — W. Southtown, NS
Team Captain — April 2013

- Organized a team of 15 students for the Relay for Life.
- Coordinated fund-raising efforts through the Beta Club, an organization for students with all A's.
- Raised $500 for cancer research.

Work Experience

Area Supermarkets — W. Southtown, NS
Clerk and Bagger — January 2013-May 2013
Provided customer service to 100+ people per day. Bagged groceries and received cashier training.

Taco Bell — W. Southtown, NS
Team Member — June 2012-January 2013

- Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line teamwork. Served 100+ people per day.

Activities & Awards

MIT Varsity Track & Field Team — September 2015-Present
Team Member, Pole Vaulting.

High School Varsity Athletics — August 2011-May 2015
Track and Field, *Captain*; Football, *Team Member*; Wrestling, *Team Member*.

STAR Student Award — March 2014
Awarded to the senior from each high school in Newstate with the highest SAT score.

Havoline Scholar Athlete Award — December 2013
Presented by The National Football Foundation and College Hall of Fame, Inc. to the top 40 scholar athletes in the state of Newstate.

Skills

Computer: Microsoft Word, Excel and PowerPoint

Carpentry: Framing, Masonry, Household Electrical Wiring, Flooring, Roofing, Plumbing.

As a first-year undergrad you can include GPA N/A on your resume until you receive an official MIT GPA (typically at the end of your second semester).

First-Year Resume Sample

University Address
300 Memorial Drive
Cambridge, MA 02139

MIT STUDENT

Home Address
4000 Home St.
Hometown, NY 12345

EDUCATION

Massachusetts Institute of Technology (MIT) — **Class of 2019**
Cambridge, MA

- Candidate for Bachelor's in Managerial Science with a Concentration in Finance
- SAT: 2160, GPA N/A
- Current Coursework: Differential Equations, Macroeconomics, Biology, Freshmen/Alumni Summer Internship Program (F/ASIP)
- Relevant Courses: Multivariable Calculus, AP Calculus BC, AP Statistics, AP Biology

LEADERSHIP EXPERIENCES

UROP-Diabetes Management Project — **February 2016-Present**
Research Assistant — Cambridge, MA

- Research different areas of diabetes management including aspects in both technology and lifestyle
- Analyze qualitatively and quantitatively information from patient surveys

GRT Selection Committee — **February 2016-Present**
Student Member — Cambridge, MA

- Collaborate with 15 team members to dictate procedure on how to pick the next GRT
- Conduct behavioral interviews for the candidates
- Vote on which candidates will be considered

Procrastibaking Baking Club — **November 2015-Present**
Treasurer — Cambridge, MA

- Manage approximately $1,100 in club funds and reimburses the President's expenses
- Responsible for budgeting multiple club events, which provide customer satisfaction to all 45 participants

Maseeh Hall Executive Committee — **December 2015-Present**
Floor 2 Representative — Cambridge, MA

- Manage a $1,000 budget to put on events such as "study-breaks", social events, which include free food to 30 people and time to take a break from work
- Provide for the maintenance of 150 floor members' needs by both buying products that are necessary for the floor and helping students with any personal problems

Robotics/Engineering Club — **September 2012-June 2015**
VP of Community Relations, Treasurer, Build Team Member — Seaford, NY

- Raised $9,000 by pitching advertising packages to local businesses in order to fund the team
- Presented projects to judges, which helped win the All Star Rookie Award and the Highest Seeded Rookie Award, resulting in the team going to Worlds
- Coached new members on how to present themselves to businesses and judges

WORK EXPERIENCE

MIT Admissions Representative — **September 2015- Present**
Student Representative — Cambridge, MA

- Address student's concerns about the application process through the phone and email, answering 100 questions per shift when deadlines are approaching
- Create expense reports to reimburse admissions counselors for their business expenses

Tarallo's Pizzeria — **September 2014-August 2015**
Counter Position — Seaford, NY

- Worked as a cashier; Received food, phone, and cleaning training, worked in a fast-paced environment, while keeping impatient and hungry customers calm

SKILLS/INTERESTS

Computer: Microsoft Word, Excel, PowerPoint, Basic Java
Language: Fluent in reading and writing Spanish, Proficient in Speaking Spanish
Interests: Dancing, Lifting Weights, Trying different types of food

Undergraduate Resume Sample

Jane Doe

School Address:
XXX Memorial Dr.
Cambridge, MA 02139

someone@mit.edu
(XXX) XXX-XXXX

Home Address:
Someplace, MA

Education

MASSACHUSETTS INSTITUTE OF TECHNOLOGY (M.I.T.) — **CAMBRIDGE, MA**
Candidate for B.S. in Biology, GPA: 4.6/5.0 — *20XX*
- Concentration in Management at Sloan Business School and Minor in Brain and Cognitive Sciences.
- Authored 5 publications in the *MIT Undergraduate Research Journal* and other peer-reviewed journals.
- Relevant Coursework: Finance Theory, Economics of the Health Care Industry, Strategic Decision-Making in Life Sciences, Building a Biomedical Business, Cancer Genetics and Therapies, Cellular Neurobiology, Immunology.

Experience

PUTNAM ASSOCIATES — **BURLINGTON, MA**
Analyst — *20XX*
- Evaluated in 6-member team whether client's marketing strategy for its $100M organ transplant drug effectively targets key decision-makers in transplant community. Client implemented proposed improvements in message content and delivery, designed to increase prescriptions for product by nearly 30%.
- Managed recruitment and interviewing process of 98 physicians to obtain primary data for marketing case. Analyzed data from interviews and secondary research in Excel/Access. Prepared PowerPoint deck for presentation to client.
- Analyzed past product switches from predecessor to successor drugs for independent project. Presented recommendations for future drug launches. Developed a database providing key criteria for launching various types of drugs.

MIT PROGRAMS ON THE PHARMACEUTICAL INDUSTRY — **CAMBRIDGE, MA**
Health Economics Research Assistant, Sloan Business School — *20XX*
- Designed, created, and tested a strategic model for the pharmaceutical industry that analyzes safety, efficacy, and economics to forecast (prior to clinical trials) which drugs will succeed on the market. Early elimination of inadequate drugs will significantly reduce the $800M spent to successfully launch a drug.

MERCK & CO., INC. — **RAHWAY, NJ**
Pharmaceutical Laboratory Research Assistant, Infectious Disease Department — *20XX*
- Identified deficiencies in Type 2 Diabetes drugs on the market and screened chemicals on new cellular targets to develop an efficient drug without these shortcomings. Drug predicted to obtain substantially greater market share in the $14B oral Type 2 Diabetes drug market compared to competitors.

MIT CENTER FOR CANCER RESEARCH — **CAMBRIDGE, MA**
Academic Laboratory Research Assistant, Housman Laboratory — *20XX - 20XX*
- Developed a product to recognize activity of a cancer-causing gene, aiding in discovery of drug for brain cancer. Engaged in all stages of product development: identification of market need, engineering of product, collaborating with industry for testing, production, and marketing of final drug.
- Designed a new sequencing technique that refines a common laboratory protocol. New procedure increases efficiency by 50% on average, reducing processing time by 25%, and creating more usable biological end-product.

Leadership

MARCH OF DIMES BIRTH DEFECTS FOUNDATION — **BOSTON, MA**
Director of Massachusetts Youth Public Affairs — *20XX - Present*
- Lobbied legislators to encourage federal, Massachusetts, and California governments to develop public policies to improve the health of women. Introduced and promoted 10 Senate Bills, 4 of which have been approved thus far.
- Represented Foundation on the Massachusetts State Public Affairs Committee.
- Organized conferences and fundraisers as a volunteer for the past 7 years (1998-Present).

JOURNAL OF YOUNG INVESTIGATORS — **CAMBRIDGE, MA**
Story Editor and Science Journalist — *20XX - Present*
- Managed 25 science journalists, delegated writing and editing tasks, and chose articles to print in monthly journal.
- Created daily digests about current science news, distributed to all science journalists.

SCIENCE & ENGINEERING BUSINESS CLUB — **CAMBRIDGE, MA**
Consulting Focus Group Organizing Committee — *20XX - Present*
- Organized 6 campus-wide information session to educate students about careers in consulting and law.
- Selected and worked closely with speakers from diverse occupational backgrounds.

Awards & Interests

- Robert C. Byrd Scholarship, awarded to top 1% of U.S. students for academic excellence.
- Rensselaer Medal, awarded to top 20,000 students worldwide for achievements in mathematics and science.
- Interest in track & field, travel, photography, and oncology.

Undergraduate Resume Sample

Matha Maddox

345 Infinity Drive
Cambridge, MA 02139

matha@mit.edu
617-XXX-XXXX

My Street
My City, My Country

EDUCATION

Massachusetts Institute of Technology (MIT) — **Cambridge, MA**
- Candidate for a Bachelor of Science degree in Mathematics with Computer Science — June 2013
- Candidate for a minor in Management — GPA: 4.6/5.0
- Relevant Coursework: Probability and Statistics, Algebra, Analysis, Discrete Math, Managerial Psychology Laboratory

EXPERIENCE

Telecommunications Company — **Paris, France**
Operations Research Analyst — June 2010 – Present
- Assessed financial risks involved with participating in online advertising-space exchanges
- Devised bidding policies for auctions at the exchanges that led to victories three times out of five and built mathematical models around these policies to increase the company's margin from online ad-spaces by 5%

MIT Sloan School of Management — **Cambridge, MA**
Undergraduate Researcher — June 2010 – October 2010
- Conducted experimental prediction markets with human and artificial intelligence to find the best tools to predict future events such as election-results or the stock market
- Developed an experiment-procedure online that reduced bias by eliminating involvement of the experimenter and saved two hours and $200 per experiment

MIT Center for Collective Intelligence — **Cambridge, MA**
Undergraduate Researcher — June 2010 – October 2010
- Conducted individual and group IQ/EQ tests on human subjects to formulate ways to measure and predict the performance of individuals working as part of a team and the efficacy of the team dynamic
- Saved four hours of experiment-time per day by redesigning the experiment-procedure so that each experiment could be held with three fewer researchers and up to six experiments could be held at the same time

MIT Tech Callers — **Cambridge, MA**
Caller — February 2010 – June 2010
- Communicated with MIT alumni on behalf of the MIT Alumni Association and raised $5,000 in donations

LEADERSHIP

MIT Student Cultural Association — **Cambridge, MA**
Treasurer — May 2010 – Present
- Managed $10,000 worth of finances for a group of 400 students and raised $3,000 in funds for their events
- Created an online system for reimbursements that made the process faster and reduced paperwork

MIT Undergraduate Association — **Cambridge, MA**
Member of Committee on Student Life — February 2011 – Present
- Organized a week long convention of 3,000 students with activities geared towards improving health on campus
- Linked 376 freshmen to upperclassmen with similar career objectives in a one-on-one mentoring relationship

MIT International Science and Technology Initiatives — **Milan, Italy and Cambridge, MA**
Advisor and Teacher — September 2010 – March 2011
- Taught Mathematics and Physics to 500 high school students in Italy and advised teachers on inexpensive ways of making their lessons interactive that helped each school save up to $1300 a year
- Worked with a group of 10 teachers and five principals from high-schools in Italy to prepare a report for the Italian Ministry of Education on how to make the education-system in Italy more hands-on and technology-oriented

The XYZ Newpress — **My City, Country**
Founder and Editor — October 2006 – May 2008
- Led a staff of 25 high-school students to develop the first English newspaper to be printed and distributed in My Country
- Converted it to a trilingual newspaper and increased profitability by 25% in two years

SKILLS

Languages: Fluent - French and Native - Hindi
Software: LATEX, GLPK, Microsoft Office
Activities: Member-Delta Psi Fraternity, Choreographer - MIT Dance Troupe, Journalist -*The Tech*

Design Resume Sample

Christie Lee

email clee@mit.edu
mobile 650 353 8566
portfolio clee.github.io
blog www.christie.com
address 450 Memorial Drive, Cambridge MA 02139

Education

Massachusetts Institute of Technology — *Cambridge, MA*
Candidate for B.S. Architecture | *GPA* 4.5/5.0 — June 2016

Relevant Projects

Back Bay Children's Mediathèque — *February - May 2015*
Skills: Rhino3D, Grasshopper for Rhino3D, VRay, Adobe Illustrator, Adobe Photoshop

- Conceptualized a children's mediatheque based on field conditions across time.
- Collected real-time traffic data around the site in Back Bay and created data visualisaton rhythmic drawings.
- Explored unit design and aggregation systems to create a cohesive architectural project.

Summer Street Fitness Center — *September - December 2014*
Skills: Rhino3D, Adobe Photoshop, Adobe Illustrator

- Conceptualized a fitness center to direct viewpoints towards programs of interest.
- Experimented with the relationship of carving and packing programs to direct the visitor's focus towards the center of the space.
- Explored the effects of changing wall and ceiling geometries to create special vantage points in certain locations of the center.

Work Experience

New Valence Robotics — *January 2016*
Education Design Intern

- Designed interactive models with Rhino 3D concurrent with Common Core standards for the enhancement of education in local schools and wrote corresponding lesson plans.

Involution Studios — *June - August 2015*
Design Intern

- Researched, designed and co-wrote a manifesto with bioengineering Johns Hopkins student as a feature for the studio website using HTML/CSS with Bootstrap.
- Created data visualisations for the feature in D3.
- Conceptualized a plan to exhibit Involution Studios Care Cards on Arlington Whole Foods.

Howeler + Yoon Architecture — *June 2014 - May 2015*
Design Intern

- Iterated designs and built prototypes of the Collier Memorial with Grasshopper for Rhino 3D to engineer the vaults and shape the masonry for structural stability on the MIT campus.
- Conducted geometry studies, physically with paper and digitally with Rhino3d, for the Lawn on D swing installation in Boston.

Skills

Softwares

- Rhino 3D
- Autodesk Maya
- AutoCAD
- Autodesk Revit
- Autodesk 3d Studio Max Design
- Unity
- Vuforia SDK
- Processing
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere
- HTML/CSS
- Bootstrap
- D3
- Grasshopper
- Python

Other

- Game design
- Graphic design
- Illustration
- Traditional fine art
- Photography
- Wood-working and shop tools
- Lasercutting
- sketching

Languages

- Mandarin (fluent)
- English (fluent)
- Spanish (intermediate)

Awards

- Grand Prize in Boston-wide art competition for a 9' x 9' painting

Leadership + Activities

- MIT Dramashop
  - 2014 - 2016 Publicity Director
  - 2014 Fall One Acts producer
  - 2013 - 2014 Secretary
- MIT Asian Dance Team
- Undergraduate Practice Opportunities Program

Interests

- blogging and writing
- cooking, baking, and eating
- painting and drawing
- toy making
- sewing and pattern drafting
- knitting and crochet

Global Resume Sample

MIT Student

522 Commonwealth Ave, Boston, MA 02215 • 333-111-2222 • travelingstudent@mit.edu

EDUCATION

Massachusetts Institute of Technology — 2012-2016
- BS in Biological Engineering, GPA: 4.9/5 — Cambridge, MA
- *Sabancı Freshman Scholar*, awarded visit to Sabancı University in Istanbul (2014)
- Foreign study at Universidad Politécnica de Madrid in Biotechnology (Spring 2015)

Collège Saint-Remacle à Stavelot — 2011-2012
- Achieved Grande Distinction during foreign exchange in French-speaking Belgium — Stavelot, Belgium

Southern Lehigh High School — 2007-2011
- Six week foreign exchange in Röhrnbach, Germany (Summer 2009) — Center Valley, PA

EXPERIENCE

Undergraduate Researcher in Weiss Lab, MIT Synthetic Biology Center — Dec 2014 - Present
- Create platform for biosensor development based on B-cell receptor — Cambridge, MA
- Awarded provisional patent (2014)
- Presented poster at 2015 BioMAN Summit (Cell & Gene Therapy Manufacturing)
- Advisor for MIT iGEM 2015 team

Intern in Rojas Lab (Instituto de Salud Carlos III) — Mar 2015 - Jun 2015
- Investigated role of Sur8 in nucleus by verifying binding to potential partners — Madrid, Spain
- Analyzed proteomics & microarray data to examine effects of Spry2 mutations

International Genetically Engineered Machine (iGEM) Participant — Jan 2014 - Nov 2014
- Developed genetic circuit for Alzheimer's disease detection and treatment — Cambridge, MA
- Shared research through presentation, poster, and website
- Awarded gold medal in synthetic biology competition as part of MIT's team

Undergraduate Researcher in Ploegh Lab (Whitehead Institute) — Sep 2013 - Jan 2014
- Generated and purified VHH fragments against glycolytic enzymes — Cambridge, MA
- Assayed effects of VHH fragments on enolase & pyruvate decarboxylase function

Summer School in Radiobiology (SCK-CEN) — Jul 2013
- Studied cancer pathology, radiation treatment, and space microbiology — Mol, Belgium

SKILLS

Laboratory Techniques : Cloning, SDS-PAGE/Western blot, mammalian tissue culture, transient transfection, protein purification

Programming : Familiarity with MATLAB, Python, and Java

Languages : English (native), French (fluent), Spanish (fluent), German (basic), Portuguese (basic)

LEADERSHIP & SERVICE

Stop Our Silence President (2015-2016), Co-President (2014-2015), Treasurer (2013-2014)
- Organize slam poetry events and theatrical productions to promote sexual assault awareness
- Raise over $1000 yearly for local women's shelter

Freshman Associate Advisor (2013-2014, 2015-2016)
- Advise first-year students in biology-focused seminar

Women in Science and Engineering (WiSE) Mentor (2013-2014)
- Mentored high school girls in monthly sessions on topics in science and engineering

Member of Alpha Chi Omega (2014-Present)

Masters Resume Sample

Student Enviro Eng

Environment St.
Cambridge, MA 02139

Phone: 617-xxx-xxxx
Email: EnviroEng@mit.edu

EDUCATION

Massachusetts Institute of Technology (MIT) – Cambridge, MA
Master of Engineering in Enviromental Engineering 2014 (expected)
- Relevant Coursework: Strategies for Sustainable Business, Systems Dynamics, Sustainable Energy, Applications of Technology in Energy and the Environment, Design for Sustainability

Cornell University – Ithaca, NY
Bachelor of Science in Civil and Environmental Engineering 2010
- GPA 3.57/4.00 (**Cum Laude**), Chi Epsilon Honors Society
- Semester Abroad, University of Melbourne, Melbourne, Australia, 2004
- Relevant Coursework: Engineers for a Sustainable World, Sustainable Small-Scale Water Supplies, Solving Environmental Problems for Urban Regions

EXPERIENCE

Camp Dresser & McKee (CDM) – Cambridge, MA
Environmental Engineer 2010-2012

Harvard University Allston Campus
- Delivered sustainable technology assessment to compliment the campus's low-carbon design strategy. Presented findings to 50 employees through teleconference.
- Managed the design development of the utility system; wrote 4 chapters of 13 chapter report. Coordinated submittal of design report and associated CAD drawings.
- Facilitated a multi-discipline (6), multi-consultant (15) project team; led client, agency and subcontractor communications; developed technical reports and $300,000 budget; managed staff of lower grade levels.
- Technical lead for the evaluation of on-site deep heat geothermal energy; performed a cost analysis and carbon inventory. Wrote 5 of 8 chapters of the feasibility report.
- One of 15 chosen from 4,000 employees to be featured in the company's annual report.

Sustainable Wastewater Treatment Plant Design
- Secured a Massachusetts Technology Collaborative (MTC) grant for the feasibility of converting fats, oils and greases to biofuels to jointly reduce a sewer system nuisance and the plant's reliance on fossil fuels.
- Evaluated sustainable features for a wastewater treatment plant upgrade including an assessment of stormwater management, green building design and construction, and potential energy technologies targeted to reduce operating costs. Recommendations included in 30% project design submittal.

City of Salem Water Conservation Planning
- Developed water conservation recommendations and a comprehensive implementation plan for the city's Engineering Department.
- Recommendations embraced by the City Mayor. Presented findings to the community at a televised public meeting.

Sulabyia, Kuwait Wastewater Treatment Plant
- Evaluated the potential for innovative disposal options for reverse osmosis waste brine at the Sulabyia, Kuwait wastewater treatment plant.
- Specifically evaluated options for wetland treatment, saline farming, irrigation of turf fields, bioreactor landfill water source, phosphorus recovery, and deep well injection.

Engineers for a Sustainable World – Ithaca, NY/La 34, Honduras
Project Team Member 2009-2010
- Designed a water treatment plant for the small village of La 34, a farming community of approximately 100 families near the northwest coast of Honduras.
- Trained community members to self-sufficiently run the water treatment plant; plant is still operating successfully.

Cornell University – Ithaca, NY
Teaching Assistant/Laboratory Assistant 2009-2010
- Helped 40 students design, build and automate miniature water treatment plants using LabVIEW software.
- Facilitated a fluid mechanics laboratory including the setup and supervision of hydraulic experiments.

University of Southern California/Camp Dresser & McKee (CDM) – Los Angeles, CA
Sustainable Cities Undergraduate Fellow 2010
- Worked with diverse team of students, academic and professionals to incorporate urban sustainability into the development of a rapidly expanding Los Angeles School District school system.
- Recommended sustainable features adopted in a prototype environmental impact report.

CERTIFICATIONS AND SKILLS
- Engineer in Training, April 2010
- Hydraulic calculations using MathCAD
- Eligible for Professional Engineering Licensing Exam in 2014
- Water Distribution Modeling using H2OMap Water

Masters Resume Sample

CHARles Meng

100 Charles St., Cambridge, MA 02139 ☞ 617.123.4567 ☞ csmeng@mit.edu ☞ csmeng.github.io

EDUCATION

Massachusetts Institute of Technology (MIT) *Cambridge, MA*
Candidate for Master of Engineering in Computer Science; GPA: 5.0/5.0 *Expected June 2015*
Bachelor of Science in Computer Science; GPA: 4.6/5.0 *June 2014*

- Concentration: Human-Computer Interaction
- Master's Thesis: "Search Tools for Scaling Expert Code Review to the Global Classroom"
- Relevant Coursework: User Interface Design, Computer Graphics, Design and Analysis of Algorithms, Performance Engineering, Artificial Intelligence, Principles and Practices of Assistive Technologies, Entrepreneurship Project, Computer Vision, Evaluating Education

EXPERIENCE

User Interface Design Group; CSAIL, MIT *Cambridge, MA*
Researcher *Oct. 2013–Present*

- Designing search tools to allow teachers to give qualitative feedback beyond "correct" or "incorrect" to tens of thousands of students' code submissions.
- Building a search engine to increase efficiency of writing feedback to individual students.
- Developing techniques to cluster student code so teachers may powergrade multiple students' code at once.

Assistive Technologies; MIT *Cambridge, MA*
Student leader *Feb. 2014–Present*

- Mentoring students in an MIT undergraduate course in which teams design and build assistive software, hardware, or mechanical devices for an individual in the community living with a disability.
- Founding member of MIT's first assistive technology hackathon, a two-day event based upon the MIT course. Recruited five clients in the greater Boston area.

Introduction to Electrical Engineering and Computer Science; MIT *Cambridge, MA*
Teaching assistant to class of over 500 students *Feb. 2014–Present*

- Manage lab assistants. Lectured to over 100 MIT undergraduates at a review session.

Middle East Education Through Technology (MEET) *Jerusalem, Israel*
Curriculum developer *May–July 2014*

- Developed a 3-week curriculum to teach Israeli and Palestinian high-schoolers web programming and Django.

MIT International Science and Technology Initiative *Querétaro, Mexico*
Curriculum developer and instructor *June–July 2013*

- Established a new computer education class tailored to Mexican street children, independently developed curriculum, and taught class in Spanish.

The Server Labs *Madrid, Spain*
Software engineering intern *June–Aug. 2012*

- Created a user interface to facilitate clients setting up a cloud-based virtual environment.
- Presented project in Spanish before a group of cloud computing professionals.

Affective Computing; Media Lab, MIT *Cambridge, MA*
Undergraduate researcher *June–Dec. 2011*

- Introduced a user interface for CardioCam, a low-cost and non-contact technology that calculates heart rate and blood pressure using only webcam imagery.

SKILLS AND INTERESTS

- Django, WebDev Langugages (HTML, CSS, Javascript, jQuery), Python, C++, Java, MATLAB
- Group leader for MIT Varsity Track and Field pole vaulters
- Spanish ☞ Hebrew ☞ Pole vaulting ☞ Gymnastics ☞ Travel ☞ Music

Masters Resume Sample

Joe Resume

77 Massachusetts Avenue
Cambridge, MA 02139

Phone: 617-253-XXXX
Email: XXX@mit.edu

EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA
Masters of Science in Computer Science and Mechanical Engineering **GPA: 5.0/5.0** 2013 (expected)

Indian Institute of Technology (IIT), Madras, India
Bachelor of Technology, Mechanical Engineering **GPA: 9.5/10.0** 2010

- Class Rank 1. (**Summa cum Laude**) – secured a gold medal and three silver medals for overall excellence.
- Published paper on manufacturing process control-*Intl. Journal of Manufacturing Technology and Management*
- **Standardized Test Score:** GRE – Verbal: 720/800, Quantitative: 800/800.

RELEVANT SKILLS

Software Excel spreadsheets including Sensitivity Analysis, Monte Carlo simulation, and modeling uncertainties; C, C++, Matlab, Saphire (probabilistic analysis tool) MS Word and MS PowerPoint.

Courses Coursework covering fundamentals of finance, economics, statistics, risk-benefit and decision analysis, Options in engineering, and engineering math.

Projects Simulated stock prices using Hidden-Markov-Models (Course - Statistics); researched system design optimization techniques as part of a course portfolio (Course - Engineering Options).

EXPERIENCE

Osio Corporation, Boston, MA
Business Intern 2011 – Present

- Developed Excel spreadsheet model for valuation of the start-up's revenue prospects over the next ten years.
- Collaborated with management team in researching and identifying market segments for the new product.
- Currently working on evaluating strategies to be adopted for market deployment and future expansion.

X Corporation, City, State
Part-time Consultant 2011

- Optimized and redesigned the system to reduce manufacturing costs by 40% and system size by 20%.
- Appraised final results of analysis to senior management at the client site and at MIT. Conducted weekly client update sessions

Center for Product Design, Indian Institute of Science, Bangalore, India
Intern for Program in Teaching Innovation 2010

- Deliberated with professors and fellow students on issues concerning barriers to student learning.
- Identified and specified strategies aimed at teaching innovations and translated them into actionable objectives.
- Implemented a key objective by developing a flexible teaching tool for an advanced graduate course.

Bharat Electronics Limited, Bangalore, India
Technical Analyst 2009

- Analyzed a structural component and identified its critical design parameters.
- Redesigned and optimized the component.

LEADERSHIP

- **Chief Course Coordinator, MIT** – Formulated the syllabus and developed the course content for an undergraduate design engineering course. Organized lectures and led undergraduate assistants in conducting lab tutorials for 200 undergraduate students..
- **Innovative Teaching, MIT:** Formulated new teaching approaches as part of an HP sponsored focus-group trial.
- **Community Service Officer, MIT** – Planned and organized community events for fostering greater interactions amongst graduate students. Received **Outstanding Officer Award** for organizational excellence.
- **Circulation Manager and News Reporter, Graduate Student News Magazine, MIT:** Managed monthly distribution of 5000 copies of magazine on MIT campus. Popularized Cryptic Crosswords at MIT.
- **Mentor, IIT Madras** – Mentored 15 freshmen during the senior year at IIT Madras.

INTERESTS AND ACTIVITIES

Story-Telling ✣ Cryptic-Crosswords ✣ Teaching Innovations ✣ News Reporting ✣ Tennis ✣ Piano

HONORS AND ACHIEVEMENTS

Government of India Fellowship (2006-2010) ✣ Certificates of distinction for National Math, Physics and Chemistry Olympiads ✣ Summa Cum Laude in high school ✣ Ranked in top 0.3% for IITs

PhD Resume Sample

JEAN UPEG

Political Economy Ave., Cambridge, MA 02139 Phone: 617-xxx-xxxx • Eamil: Upeg@mit.edu

EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA Fall 2013
Candidate for PhD in Urban Political Economy and Governance
Dissertation: out of Control? Local Democracy Failure and Fiscal Control Boards

Princeton University, Princeton, NJ 2006
B.S.E., Civil Engineering with Architecture, summa cum laude

EXPERIENCE

Community Innovators Lab, MIT, Cambridge, MA 2011-current
Project Manager, "Innovation and Equity Transform America:; Research Assistant
- Authored federal taxation memo, coordinated authors, and wrote abstracts for memos to the Presidential Transition Team.
- Drafted grant proposals and policy memos. Participated in designing a model for equitable and comprehensive green retrofits. Currently collaborating with local and national labor and community groups on implementation.

Department of Urban Studies and Planning, MIT, Cambridge, MA 2007-2011
Teaching Assistant
- Conducted seminars, graded essays, and contributed to curriculum design. Classes taught totaled over 200 students and comprised a doctoral research seminar, undergraduate policy course, and three masters planning courses. Conceived and taught graduate mini-seminar.

Brookings Institution, Washington, DC 2010-2011
Brookings Research Fellow
- Awarded first pre-doctoral fellowship for dissertation research granted by the Metropolitan Policy Program.
- Created a dataset compiled from government sources on municipal finances and socioeconomics. Programmed rare-events regressions to measure the impact of fiscal control boards in small cities. Performed qualitative case studies on the control boards of Miami and Washington, DC through interviews with key actors, archival research, and evaluating financial reports.
- Presented at two national academic conferences for Political Science (7,200 attendees) and Planning (1,000 attendees)

P3 Planning Practice Project, MIT, Cambridge, MA 2009-2010
Research Assistant
- Researched four medium-size cities and their innovative community planning organization. Profiled planners of small cities using national survey data. Created and maintained the project website.

Urban Institute, Urban-Brookings Tax Policy Center, Washington, DC 2007-2009
Research Associate II; Research Assistant
- Analyzed tax policy using statistical programs (SAS and Stata), with a focus on the distributional impact of national legislation, the interaction of tax policies and valuation of fringe benefits, and state code relevant to low-income residents.
- Designed, launched, and maintained the Tax Policy Center website for press, policymakers, and researchers. Website received over 12,500 hits per day and was praised by Forbes, National Journal, and Business Week.

New York City Nonprofits Project, New York, NY 2005-2006
Research Assistant
- Developed a strategy to determine the economic impact of the non-profit sector on the city.

Professor Julian Wolpert, Princeton University, Princeton, NJ 2005
Research Assistant
- Wrote a memo detailing the spillover effects of non-profits and value of non-profit tax exemption, focused on Philadelphia.

FELLOWSHIPS AND AWARDS

National Science Foundation Graduate Research Fellow, 3 years (2009-2012); MIT Presidential Graduate Fellow and Department Fellowship, 3 years (2009-2012); civil and Environmental Engineering Book Award and David W. Carmichael Prize, Princeton (2006).

PROFESSIONAL AND PUBLIC SERVICE

Student representative, PhD Committee, Department of Urban Studies and Planning, MIT (2009-2011); Graduate Resident Tutor, MIT (2010-2011); High school tutor, Maya Angelou Public Charter School, Washington, DC (2010-2011); Tax preparer for low income households, Community Tax Aid (2008) and Lincoln Park Baptist Church (2008); Washington, DC.

PUBLICATIONS AND CONFERENCES

2 first author; 10 co-author; 2 conference presentations; 1 first author manuscript under review (refereed).

Mechanical Engineer

1177 Mass Ave. • Cambridge, MA 02139 • Phone: 617-111-2222 • Email: mecheng.edu

SUMMARY

Extensive experience with applying analytical and numerical methods (such as the finite element method) to model a broad range of systems from molecular structures to large-scale mechanical structures. Proven track record of creating and improving new computational methods to perform dynamic and static analysis of otherwise intractable engineering and biological systems. Strong ability to collaborate and work in a team environment on multi-disciplinary projects. Legally authorized to work in the United States (Green Card holder).

EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA, USA 2011
Ph.D., Department of Mechanical Engineering.
- Thesis: "Contributions to the analysis of proteins" under the supervision of Prof. Jones and Prof. Smith
- GPA: 5.0/5.0 (Awarded an A+ grade for all courses. Only one or two people in each course get A+.)

Sharif University of Technology, Tehran, IRAN 2005
M.Sc., Department of Mechanical Engineering.
- Thesis: "Online control of needle injection into soft tissue using the finite element method"
- GPA: 18.62/20.0 (Ranked in top 5%)

University of Tehran, Tehran, IRAN 2003
B.Sc., Department of Mechanical Engineering.
- GPA: 17.68/20.0 (Class Rank: 2)

SKILLS

- **Computer:** Commercial finite element software programs: ADINA (founded and owned by my Ph.D. and postdoctoral advisor, Prof. KJ Bathe), ABAQUS, ANSYS; MeshLab (a mesh processing program); MATLAB; Fortran; AutoCAD; molecular viewers: PyMOL, VMD, UCSF Chimera; CHARMM (a molecular dynamics program); Adobe Illustrator.
- **Analytical:** Finite element method; optimization; stochastic simulation: Langevin and Brownian dynamics simulation; statistical analysis; multi-scale modeling; atomistic modeling; continuum modeling; bioinformatics; biomechanics; computational biology; molecular biology; biophysics; solid mechanics; fluid mechanics; controls.
- **Language:** English (fluent); Persian (native); Arabic (basic).

EXPERIENCE

Department of Mechanical Engineering, MIT, Cambridge, MA, USA Oct. 2011–current
Postdoctoral Associate
- Led project team that developed a coarse-grained finite element framework for the Brownian dynamics of macromolecular proteins that are inaccessible to available molecular dynamics algorithms.
- Created a model to calculate the diffusion coefficients and Brownian dynamics of DNA origami structures as part of a project in collaboration with researchers from MIT, Harvard, University of Michigan, Arizona State University, and Max Planck Institute. No other models are currently available.
- Member of team that developed a coarse-grained three-dimensional hydrodynamic model of semi-flexible filaments that resulted in several orders-of-magnitude reduction in computational cost.
- Collaborated with other engineers to improve a well-known implicit time-integration scheme that is widely used in engineering problems and in numerous commercial software tools. The improved version of the scheme has already been implemented in ADINA.

Department of Mechanical Engineering, MIT, Cambridge, MA, USA Jan. 2007–Jun. 2011
Research Assistant
- Improved a widely used eigenvalue solver to substantially reduce the computational cost of calculating the eigen-solutions of large-scale engineering and bioengineering systems. The improved version of the eigenvalue solver is currently used in ADINA.
- Made novel discoveries into the shape and function of complex proteins, the results of which have been included in comprehensive government and research databases (such as the Protein Data Bank) and utilized by leading research companies.
- Developed a coarse-grained finite element framework for the diffusion coefficients of proteins.

Department of Mechanical Engineering, MIT, Cambridge, MA, USA Fall 2007, Fall 2008, Fall 2010
Teaching Assistant, "Finite Element Analysis of Solids and Fluids I" & "Mechanics and Materials I"
- Prepared and presented lectures and recitations, supported term projects, helped students with course materials, and graded homework and

Department of Mechanical and Aerospace Engineering, Ohio State University, Columbus, OH, USA Fall 2006
Teaching Assistant, "Thermodynamics I"

- Contributed to designing experiments for a new thermodynamics laboratory.

ITCEN Co. (Industrial & Technical Consulting Engineers Company), Tehran, IRAN Mar. 2006–Sept. 2006
Senior Engineer

- Designed the layout of production lines for a pipe manufacturer.

Department of Mechanical Engineering, Sharif University of Technology, Tehran, IRAN Sept. 2003–Dec. 2005
Research Assistant

- Performed compression tests on bovine liver and characterized its material properties using the genetic algorithm and the finite element method. Developed an algorithm to obtain the optimal path initiation for the needle insertion into bovine liver for biopsy and brachytherapy purposes.

SAPCO Co. (Supplying Automotive Parts Company), Tehran, IRAN Summer 2001; Summer 2002
Intern

- Analyzed newly designed and produced automotive parts using mechanical tests such as Engine Test, Material Strength Test, etc.

HONORS AND AWARDS

MIT Outstanding Graduate Student Institute Award (2010). This award was given to the top two graduate students at the Department of Mechanical Engineering at MIT. The department has more than 500 graduate students; **NSF Fellowship for the GEM4-2010 program** (2010); **Highly Distinguished Student of University of Tehran** (1999–2003): A student who is in top 0.05% (out of ~500,000 applicants) in the nation-wide university entrance exam and his/her semester GPAs are above 17 out of 20.

JOURNAL PUBLICATIONS

Mech Eng *et al.,* "Three-dimensional implicit hydrodynamic model of semi-flexible filaments", *in preparation*.

Mech Eng *et al.,* "Diffusion coefficients of DNA origami structures", *in preparation*.

Mech Eng *et al.,* "Brownian dynamics simulation of DNA origami structures", *in preparation*.

Mech Eng *et al.,* "A finite element framework for Brownian dynamics simulation of proteins", *in preparation*.

Mech Eng, A. A. Fedorov, E. V. Fedorov, S. Ono, F. Matsumura, S. C. Almo, & M. Bathe, "Structure, evolutionary conservation, and conformational dynamics of Homo sapiens fascin-1, an F-actin crosslinking protein", *Journal of Molecular Biology*, 400 (2010), pp. 589-604.

Mech Eng, M. T. Ahmadian, & F. Janabi-Sharifi, "Modeling, simulation, and optimal initiation planning for needle insertion into the liver", *Journal of Biomechanical Engineering-Transactions of the ASME*, 132 (2010), p. 041001 (11 pages).

Mech Eng, M. Bathe, & K. J. Bathe, "The subspace iteration method in protein normal mode analysis", *Journal of Computational Chemistry,* 31 (2010), pp. 66-74.

M. T. Ahmadian, **Mech Eng,** & R. Abdollahpour, "A nonlinear viscoelastic modeling of brain and CSF deformation under tumor expansion", *International Journal of Scientific Research*, 16 (2006), pp. 425-428.

M. T. Ahmadian, **Mech Eng** R. Abdollahpour, S. Sharifi Sedeh, & K. Navi, "Application of car active suspension in vertical acceleration reduction of vehicle due to road excitation and its effect on human health", *International Journal of Scientific Research*, 16 (2006), pp. 429-434.

M. T. Ahmadian, R. Abdollahpour, & **Mech Eng**, "Effect of tumor location and its growth on stress distribution in the brain", *International Journal of Scientific Research,* 16 (2006), pp. 523-527.

OTHER PUBLICATIONS

3 first-author journal abstracts; 14 conference papers.

ACTIVITIES

- Sports: Soccer; table tennis; swimming; hiking; mountain climbing.
- Music: Singing.

Ph.D. Interested in Consulting

Rm. E39-305, M.I.T., 77 Mass Ave. • Cambridge, MA 02139 • Phone: 617-XXX-XXXX • Email: imastudent@mit.edu

Education

MASSACHUSETTS INSTITUTE OF TECHNOLOGY **Cambridge, MA**
Candidate for Ph.D. degree in Material Science & Engineering, June 2014 Used stochastic simulation techniques to gain new insights into polymer structure. Established collaboration with experimental group in the Mechanical Engineering Dept. Pursuing unique integrated approach to develop new molecular models better suited to designing optimal industrial processes. *GPA: 4.9/5.0*
Minor: **Business Administration at the Sloan School of Management, MIT**
Business Courses: Management of Innovation and Technology, International Management, Entrepreneurship, Microeconomics, Macroeconomics, Management and Policy in the International Economy, Marketing, Finance Theory, Options and Derivatives, Investment Banking, Operations Research.
Master of Science in Chemical Engineering Practice, January 2009.

TRINITY COLLEGE, CAMBRIDGE UNIVERSITY **United Kingdom**
Master of Engineering, June 2006 Class Rank: 2
Bachelor of Arts with Honors in Natural Science and Chemical Engineering, June 2005 Class Rank: 1

Experience

INDUSTRY INTERNSHIPS
MERCK PHARMACEUTICALS (Summer 2008) **West Point, PA**
Team Leader: Found systematic method to raise glass transition temperature of vaccines. This allowed a higher storage temperature for the vaccines. Generated $5million annual saving in refrigeration costs.

DOW CHEMICALS (Summer 2007) **Plaquemine, LO**
Intern: Wrote software for simulating complex distillation processes, adopted throughout Dow Chemicals.

DOW-CORNING (September-November 2007) **Midland, MI**
Team Leader: Removed a bottleneck to allowing doubling of a plant's capacity. $10million capital savings.

UNITED KINGDOM ATOMIC ENERGY AUTHORITY (Summers, 2001-2005) **United Kingdom**
Intern:Worked for fluid mechanics groups on technical consulting projects for the petroleum industry. Frequently delivered presentations to clients. Incorporated new algorithms into pipeline simulation modules and achieved tenfold increase in speed. Developed strategies to reduce pipeline erosion. Improved reliability of flowrate measurement devices in oil pipelines to allow clients to better monitor throughputs.

Leadership

MIT PRESIDENT, STUDENT LEADERSHIP COUNCIL OF MATERIAL SCIENTISTS (2011 - present)
Leader in group of 200 students that promotes collaboration between five major research universities. Organized videoconferences to allow students to share research ideas. Planning summer retreat to further student collaboration. Investigating ways to promote science and technology in secondary schools and the community.

STUDENT REPRESENTATIVE, MIT MATERIAL SCIENCE & ENGINEERING DEPT. STUDENT AFFAIRS COMMITTEE (2011 - present)
Leading student / faculty discussion on ways to enhance student / advisor interaction.

TEACHING ASSISTANT, MIT MATERIAL SCIENCE & ENGINEERING DEPT. (Fall semester 2010)
Organized tutorials to clarify course material. Wrote instruction manual to help students use math software. Class scored 7% higher in final than any of the professor's former classes.

U.K. COORDINATOR, EUROPEAN CLUB CAREER FAIR (2006)

Awards, Honors

Winner of National Science Foundation Poster Competition (1012); **Sigma Xi Engineering Research Honors Society** (2010); **Harvey Stern Fellowship**, MIT (2009); **Fox Prize** for Outstanding Performance in Chemical Engineering, Cambridge University (2006); Verhaydn de Lancy Prize for Outstanding Contribution to Trinity College (2005); **Mobil Prize** for Best Performance in Chemical Engineering, Cambridge University (2005); **Senior Scholarship** for Outstanding Academic Performance, Trinity College, Cambridge (2004); **Student Scholarship,** United Kingdom Atomic Energy Authority (2002-2006)

Activities

Dancing (MIT Salsa Club), Classical Guitar, MIT Debating Club, MIT European Club Soccer Team

Alum Resume Sample

A.N. ALUM

123 Infinity Avenue, Cambridge, MA 02139, analum@alum.mit.edu, 617-XXX-XXXX

SUMMARY

Accomplished strategy and finance professional with extensive experience in health care, financial services, energy, and education. Proven track record of improving client and firm performance across a broad range of corporate, not-for-profit, and government organizations. Strong ability to manage senior-level relationships and cross-functional teams.

EXPERIENCE

MIT MEDIA LAB, Cambridge, MA, 2012-Present
- Co-led development of virtual rehabilitation interface integrating clinical and home-based physical therapy.
- Interviewed clinicians to determine key specifications required for effective treatment in home and clinical settings.
- Collaborated on proposal that won $100,000 innovation grant to further develop technology.

XYZ PUBLIC CHARTER SCHOOLS, Washington, DC, 2011
- Led development and initial launch of performance management system to improve operational and academic excellence of network of ten schools with over 5,000 students, 500 staff, and $70 million operating budget.

GLOBAL INVESTMENT FIRM, New York, NY and San Francisco, CA, 2009-2011
Senior Associate, Global Analytics
- Managed financial analysis and due diligence for over $2 billion in private equity financing for investment acquisition targets in transportation, energy, clean technology, and real estate sectors. Negotiated and oversaw contracts and relationships with engineering, real estate, accounting, and investment banking advisory firms.
- Evaluated strategic market opportunities in clean technology sector, including potential investments in wind turbine technology and carbon markets. Firm subsequently invested in several carbon reduction projects.
- Delivered presentations on strategic analysis, financial valuation, and due diligence of potential investments to Board members and senior executives of Babcock & Brown, portfolio companies, and prospective investment targets.
- Streamlined investment review process firmwide, resulting in improved financial and risk analysis.

AN INVESTMENT BANK, New York, NY, 2002-2006
U.S. Economist, Associate Director
- Collaborated with retail and institutional investor sales force to increase distribution of U.S. economics research products that reached hundreds of thousands of clients. Advised large institutional investor clients on U.S. economics forecasts and research products and conducted customized client research.
- Managed launch of new research products from concept to distribution across sales channels. Led writing, production, and distribution of 200-page Data Decoder reference book, successfully positioned as flagship UBS research product
- Spearheaded integration of people, processes, and systems between PaineWebber U.S. Economics Team and UBS Global Economics Team following merger. Completed full integration six months prior to all other Research Teams and advised senior management on integration of remaining 150 PaineWebber Analysts.

WORLD BANK, Washington, DC, 2002-2003
Research Analyst, Development Economics Research Group
- Evaluated capital structure and corporate governance of 4,000 firms in Indonesia, Korea, Malaysia, Philippines, and Thailand before and after 1997 financial crisis to inform policy response.
- Prepared reports and presentations of survey findings for senior government officials, global business leaders, senior World Bank officials, and international press. Organized conference in Bangkok for key Asian cabinet ministers and World Bank officials to discuss findings.
- Designed and evaluated randomized trials of education programs across 300 schools in Kenya. Led 10-person team in overhaul of data management process to improve accuracy and analysis of 20,000 student records.

EDUCATION

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA
The Wharton School, *Master of Business Administration, Major in Finance*. August 2008.
Graduate School of Education, *Master of Science in Education, Major in Educational Leadership*. May 2007
- Extensive experience in strategic planning and business development for organizations including Mastery Charter Schools, Victory Schools, School District of Philadelphia, and Association for Sustainable Economic Development.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA
Bachelor of Science, Major in Economics. June 2000. GPA: 4.5/5.0

ADDITIONAL INFORMATION

- **Computer skills:** Competency in Excel financial modeling, Powerpoint, Access, SQL, SAS, Windows, and Mac OS.
- **Languages:** Written and spoken fluency in Spanish. Conversant in Mandarin Chinese.
- **International experience:** Worked in Chile, Peru, Mexico, Thailand, and Kenya. Studies for one year in Chile.