

# **Sample Resumes**

## First-year II resume

**University Address**  
300 Memorial Drive  
Cambridge, MA 02139

**MIT**  
**STUDENT**

**Home Address**  
4000 Home St.  
Hometown, NY 12345

**EDUCATION**

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**Massachusetts Institute of Technology (MIT)**

**Class of 20XX**  
Cambridge, MA

- Candidate for Bachelor of Science in Biology
- 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**

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**UROP-Diabetes Management Project**

**February 20XX-Present**  
Cambridge, MA

*Research Assistant*

- 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 20XX-Present**  
Cambridge, MA

*Student Member*

- 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 20XX-Present**  
Cambridge, MA

*Treasurer*

- 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 20XX-Present**  
Cambridge, MA

*Floor 2 Representative*

- 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 20XX-June 20XX**  
Seaford, NY

*VP of Community Relations, Treasurer, Build Team Member*

- 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**

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**MIT Admissions Representative**

**September 20XX-Present**  
Cambridge, MA

*Student Representative*

- 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 20XX-August 20XX**  
Seaford, NY

*Counter Position*

- 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**

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**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