

Sample Resumes

Masters III Resume

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** 20XX (expected)

Indian Institute of Technology (IIT), Madras, India
Bachelor of Technology, Mechanical Engineering **GPA: 9.5/10.0** 20XX

- 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 20XX – 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 20XX

- 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 20XX

- 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 20XX

- 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 (20XX-20XX) ❖ Certificates of distinction for National Math, Physics and Chemistry Olympiads ❖ Summa Cum Laude in high school ❖ Ranked in top 0.3% for IITs