

Dietrich College of Humanities & Social Sciences

Sample Resumes

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Erstes Jahr

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www.linkedin.com/in/erstesjahr

Education

Carnegie Mellon University, Pittsburgh, PA
Bachelor of Art in French and Francophone Studies
Minor: German Studies
GPA: 3.35/4.00

May 20XX

Radford High School, West Point, VA
GPA: 4.15/4.0

June 20XX

Relevant Coursework

- Introduction to Second Language Acquisition
- Language and Thought
- Negotiation: International Focus
- Linguistic Analysis
- Communicating in the Global Marketplace
- Ethics and Global Economies

Experience

CMU Languages, Cultures & Applied Linguistics Department, Pittsburgh, PA

September 20XX – present

Resource Assistant

- Collaborate with 3 student workers to catalogue media items for research projects
- Develop new Elementary French 1 online course curriculum for university students
- Assist over 10 Modern Language faculty members with administrative tasks to support departmental functions and class instruction

C2 Education, West Point, VA

May 20XX - August 20XX

Lead Tutor

- Tutored over 30 remedial & ESL middle-school students to increase grammar and rhetoric comprehension and skills
- Increased ESL student reading test scores by over 20% through intensive instruction and successful program delivery

Activities

Carnegie Alliance of Traditional and Social Dance, October 20XX - present

Delta Delta Delta Sorority, October 20XX - present

Speech and Debate Club, Dec 20XX - May 20XX

Skills

French: Advanced - reading, writing, speaking, and listening

German: Proficient - reading, writing, speaking, and listening

Technical: SPSS, HTML, Excel

Honors

Carnegie Scholarship, Fall 20XX

Phi Sigma (High School Honors), Spring 20XX

PAULA (PEPPA) POLICY

policy@andrew.cmu.edu | (412) 555-1245 | linkedin.com/ppolicy

EDUCATION

Carnegie Mellon University

Bachelor of Science Double Major in Policy & Management and Decision Science

Pittsburgh, PA

May 20XX

RELEVANT COURSEWORK

Decision Analysis and Decision Support Systems

Fall 20XX

Policy Analysis I

Spring 20XX

Introduction to Professional Writing

Fall 20XX

SKILLS

Data Management: analysis, qualitative coding, visualization

Professional Writing: grant writing, alumni newsletters, manuals, PowerPoint presentations

Software: advanced Excel, iWave, Raiser's Edge, Constant Contact, RelSci, Keynote

RELEVANT EXPERIENCE

Sponsors for Educational Opportunities

San Francisco, CA

Development and Planning Intern

June 20XX – Aug 20XX

- Maintained and updated donor database using Raiser's Edge software to ensure accurate and timely communications
- Drafted 3 grant proposals for submission in support of SEO Career program
- Researched potential individual, foundation, and corporate donors using iWave and foundation directory online
- Prepared and distributed marketing and outreach material to attract successful alumni donors

Grassroots Campaigns

Berkeley, CA

Field Manager

May 20XX – Aug 20XX

- Managed and motivated team of 5 fundraisers to successfully engage community and encourage donations
- Educated Bay Area community members about Planned Parenthood and ACLU campaigns via one-on-one conversations
- Individually raised over \$16,000 through direct outreach to support selected organizations

East Bay Community Law Center

Berkeley, CA

Development and Planning Intern

June 20XX – Aug 20XX

- Updated donor database using Excel to increase success of contacting donors
- Researched information on former donors to identify trends, used findings to identify new donors
- Performed administrative duties and managed a busy client reception area

COMMUNITY INVOLVEMENT EXPERIENCE

College Democrats, Carnegie Mellon University

Business Manager

Oct 20XX – present

- Monitor and strategize spending to manage organization's budget of \$1,000
- Organize and submit funding requests for 20+ members, ensuring accurate financial reporting
- Oversee all fundraising efforts including door-to-door campaigns, mass mailings, personal meetings

Political Action Coordinator

Sept 20XX – Oct 20XX

- Developed and published internship database used to increase qualified applicants to the program
- Coordinated candidate visits to campus including 3 Pennsylvania Senate candidates

National Society of Black Engineers, Carnegie Mellon University

Sept 20XX – May 20XX

Freshman Representative

- Planned social events to increase freshman participation and awareness of organization
- Coordinated internship and research panel for College of Engineering event series

Dolla Bill

412-555-7980 ~ db@cmu.edu ~ [linkedin.com/in/dbill](https://www.linkedin.com/in/dbill)

EDUCATION

Carnegie Mellon University

Bachelor of Science in Economics and Statistics

Minor in Business Administration

GPA: 3.42

Honors: Dean's List (Fall 20XX-Present)

Relevant Coursework: Multivariate Analysis, Mathematical Finance, Advanced Data Analysis, Computational Statistics

Expected May 20XX

Pittsburgh, PA

WORK EXPERIENCE

BRAC Center

Research Intern

June 20XX-Present

Dhaka, Bangladesh

- Analyze methodologies of various studies conducted by different organizations, including the United Nations and the Department of Justice, to find an ideal methodology to be used to conduct studies in Bangladesh
- Provide support to the Advocacy department to conduct a literature review for content development on proposed study on gender violence

Carnegie Mellon University Statistics Department

Teaching Assistant

August 20XX-December 20XX

Pittsburgh, PA

- Prepared and led two labs every week in an introductory statistics course by teaching and assisting 45 students with using the Minitab software package for data analysis
- Assisted the professor by grading homework and tests, proctoring, and providing extra office hours to help students prepare for upcoming exams

Carnegie Mellon University Housing & Residential Education

Resident Assistant

August 20XX-May 20XX

Pittsburgh, PA

- Enhanced the first-year experience for over 200 students through supervising a freshmen residence hall with a team of seven Resident Assistants
- Mentored students on personal issues through identifying and responding to emergency situations in conjunction with counseling and health services
- Conducted 20 dorm-wide programs per semester promoting social and emotional wellness, hosting approximately 30 students at each event

CAMPUS LEADERSHIP EXPERIENCE

Badminton Club

President

September 20XX-Present

Pittsburgh, PA

- Recruit 250 members to the club through executing a strategic marketing plan with four other club officers
- Coordinate teaching of the sport to new members through delegation of responsibilities to expert level members
- Work with facilities department on campus to reserve spaces and plan game schedule for each semester

SKILLS

Technical: Python, R, Minitab, Microsoft Office Suite

Languages: English (fluent), Bengali (fluent), Urdu (intermediate)

Cy Kology

(333) 667-9999 • cykology@andrew.cmu.edu • [linkedin.com/in/cykology](https://www.linkedin.com/in/cykology) • he/him/his

EDUCATION

Carnegie Mellon University, Pittsburgh, PA Expected May 20XX
Bachelor of Science in Psychology, Statistics Minor GPA 3.8/4.00
Honors- Dietrich College Dean's List (Fall 20XX-Fall 20XX)

RELEVANT EXPERIENCE

SpinMedia, New York, NY May 20XX - August 20XX
Consumer Insights Intern

- Coordinated with four internal teams to use third party research data and internal data to produce insights for the advertising and sales teams, resulting in a 20% increase in profitability
- Assisted in creating monthly reports detailing the size and demographics of the SpinMedia audience using comScore, Nielsen @Plan, and Google Analytics data
- Updated marketing and sales communication materials with the latest data analytics to distribute to executive stakeholders

Mad Science, Pittsburgh, PA September 20XX - April 20XX
Instructor

- Taught and performed interactive science experiments for groups of 5-20 elementary school students
- Acted as liaison between parents and program managers, ensuring streamlined communication

Carnegie Mellon University, Pittsburgh, PA October 20XX - September 20XX
Research Assistant

- Assisted in researching communal coping in couples which one spouse was diagnosed with type-2 diabetes
- Conducted interviews of over 100 participants by recording participants on video for analysis
- Analyzed data from participant interviews to present findings to psychology faculty
- Presented research at health fairs, resulting in recruitment of 30 new participants

LEADERSHIP AND ENGAGEMENT EXPERIENCE

Kappa Alpha Theta, Pittsburgh, PA October 20XX - Present
Member

- Plan events to integrate new members into the chapter through mentorship
- Lead a team of 10 members to raise \$10,000 for philanthropic causes
- Chosen to represent the Greek community's standards in scholarship and leadership through Order of Omega

American Marketing Association, Pittsburgh, PA December 20XX - Present
Secretary

- Scribe minutes for monthly club meetings to share out updates and information to all members
- Plan and implement two programs concerning proper research techniques for the consumer insights and marketing research industry

The Tartan, Pittsburgh, PA January 20XX - October 20XX
Junior Staff Writer & Online Writer

- Wrote over 30 articles reviewing regional musical concerts as well as local restaurants

SKILLS

Technology- SPSS, Tableau, Excel, Google Analytics, Adobe Creative Suite, Python
Languages- English (Native), Spanish (Basic), American Sign Language (Basic)

Jordan Smith
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PROFESSIONAL SUMMARY

- 3 years of experience in customer service, employee management, and business operations
- 2 years of experience in data management, statistical computing, and quantitative analysis
- 1 year of experience in student programming, mentorship, and conflict resolution

EDUCATION

Master of Science in Applied Data Science
Carnegie Mellon University, Pittsburgh, PA
QPA 3.8

Expected May 20XX

Bachelor of Science in Statistics
Carnegie Mellon University, Pittsburgh, PA
QPA 3.5, Dean's List

May 20XX

SKILLS

Software Skills: WordPress, SPSS, Python, R, C++, Java, Microsoft Office

Language Skills: English (Fluent), Spanish (Fluent)

STATISTICS & DATA SCIENCE EXPERIENCE

Data Science Intern

April-July 20XX

PNC Bank

Pittsburgh, PA

- Conducted data analysis and developed predictive models to assess consumer trends, improve annual revenues, and understand consumer demographics
- Assisted three marketing managers in developing reports and statistical graphics for departmental meetings and client presentations
- Delivered a final presentation to 50+ colleagues regarding individual accomplishments and organizational improvements

Statistical Computing Course

August-December 20XX

Carnegie Mellon University

Pittsburgh, PA

- Utilized R to explore core programming functions through exploratory data analysis, graphic visualization, simulation, and other topics

Algorithms & Data Structures Course

August-December 20XX

Carnegie Mellon University

Pittsburgh, PA

- Completed case studies and assignments relating to efficient data storage, programming algorithms, and run-time analysis

TEAM MANAGEMENT EXPERIENCE

Supervisor

September 20XX-Present

Panera Bread

Pittsburgh, PA

- Supervise and train 30 employees on point-of-sale systems and daily operations while managing 200+ customer orders during peak business hours
- Improve service quality by communicating guest promotions, managing inventory levels, and monitoring facility cleanliness

LEADERSHIP EXPERIENCE

President

June 20XX-May 20XX

Delta Gamma (CMU)

Pittsburgh, PA

- Led a house of 40 members through philanthropic programming, new member recruitment, and house management duties
- Mediated conflict between members by completing campus leadership training and maintaining open lines of communication during weekly meetings
- Implemented an alumni breakfast for 100 guests which resulted in charity donations totaling \$5,000

Faith Novel

FNOVEL@CMU.EDU | 412.867.5309
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NOTE: This creative style of resume may be useful for certain students in certain instances; however, it is **not appropriate** for Applicant Tracking System (online) applications. If you choose a similar creative format, be sure to have another, plainer version of your resume for online applications – previous examples in this document are all ATS-friendly. Contact your Career Consultant if you have questions about when to use a creative resume.

Education

Carnegie Mellon University

Pittsburgh, PA / May 20XX
BA Creative Writing
Minor- Philosophy
GPA 3.75

Skills

Adobe CS5
Microsoft Office
SEO strategy & analysis
Copywriting & editing
Bookbinding

Achievements

Adasom Award

Carnegie Mellon University
Pittsburgh, PA / April 20XX
-Awarded first place for a screen play about
familial tension and ironic humors

National PeaceMaker Finalist

National Scholastic Press Association
Anaheim, CA / February 20XX
-Editor-in-chief & designer of national Peacemaker
finalist literary magazine

Best in Show Literary Magazine

JEA National Journalism Convention
Kansas City, KS / November 20XX
-Editor-in-chief and designer of 1st-place literary
magazine in the nation

Publications

“Under the Haven”

Short Story / 100 Word Story
May 20XX

“Siberia”

Poem / Allegheny Review
October 20XX

Experience

Vistaprint / Studio Design Intern

Boston, MA / June 20XX - August 20XX

- Conducted and designed 200HTML-based emails for client acquisition
- Re-designed print material for clients to accommodate changes from content that has been translated from one language to another

Carnegie Mellon University Press / Designer Intern

Pittsburgh, PA / August 20XX – May 20XX

- Typeset manuscript and designed internal layout of an anthology of poems
- Communicated frequently with authors & editors

Paper Darts / Editorial Intern

Minneapolis, MN / May 20XX – August 20XX

- Proofread and edited over 75 articles, interviews, and other content
- Reviewed and edited articles from non-English speaking columnists
- Conducted historical research that contributed to the publication of over 30 articles

The Tartan / Writer & Editor

Pittsburgh, PA / August 20XX – May 20XX

- Managed a staff of seven through delegating weekly tasks
- Proofread over 20 articles per week to provide constructive feedback
- Wrote satirical and humorous articles on a biweekly basis

Activities

Sigma Tau Delta / August 20XX – Present

English Honor Society

The Soundbytes / September 20XX – May 20XX

On campus acapella ensemble

Women's Tennis Team / August 20XX – May 20XX

Team captain

Andrew Ambassador / October-December 20XX

Assisted with campus tours for prospective students