

# Tepper School of Business

## Sample Resumes

### GENERAL

<b>First-Year</b> and <b>ATS-friendly*</b> Tepper Resume .....	2
<b>Upper-Level</b> Tepper Resume .....	3

### FIELD-SPECIFIC

<b>Consulting</b> – Resume .....	4
<b>Data</b> – Resume .....	5
<b>Finance</b> – Resume .....	6
<b>Marketing</b> – Resume .....	7

**\*ATS-friendly (Applicant Tracking System)**

## Tepper First-Year

firstyear@andrew.cmu.edu • (555) 555-5555

### EDUCATION

**Carnegie Mellon University** Pittsburgh, PA  
Bachelor of Science in Economics, minor in Marketing 05/20xx

**Evanston Township High School** Evanston, IL  
High School Diploma with Honors, 3.8/4.0 GPA 05/20xx

### PROJECT EXPERIENCE

**Carnegie Mellon University,** Pittsburgh, PA  
Hackathon, Global Health Care Inequality 09/20xx-present

- Researched four different healthcare systems and collaborated with a team of 3 to find and clean data from 12 representative countries using R
- Produced graphs of variable distributions and relationships using Tableau
- Analyzed regressions to describe differences in expenditure efficacy between the four systems
- Presented summary report to alumni guest-judges; achieved 3<sup>rd</sup> place

### ADDITIONAL EXPERIENCE

**The Tartan,** Carnegie Mellon's Student Newspaper Pittsburgh, PA  
Advertising Staff and Artist 09/20xx-present

- Answer inquiries from advertisers regarding procedures and other newspaper information
- Contacted businesses and campus organizations to place advertisements; increased sales by 10%
- Compile past advertising data for future adjustments in prices and advertising options
- Work with business department and editorial staff members to finalize and confirm all advertisements

**TJ Maxx** Skokie, IL  
Sales Associate 06/20xx-07/20xx

- Engaged with 80+ shoppers per day, providing customer service on the sales floor, completing point of sale transactions and offering one-on-one support in the high value (up to \$800) jewelry department
- Contributed to an 11% increase in donations for the Save the Children Foundation featured by TJ Maxx by prompting customers after providing recommendations and assistance

### LEADERSHIP EXPERIENCE

**Carnegie Mellon University** Pittsburgh, PA  
Member, Varsity Track and Field 09/20xx-present

- Committed 25+ hours per week throughout the school year to training, traveling to meets, communicating with team members on relays, and general teambuilding, as well as hosting events with prospective student-athletes
- Qualified for multiple national level meets in the summer, placing 3<sup>rd</sup> at the 20xx USATF Youth Outdoor

**Future Business Leaders of America** Evanston, IL  
Competitor and Member 09/20xx-06/20xx

- Competed in business events at the regional and state levels in 20xx-20xx; achieved 1<sup>st</sup> place in Illinois and advanced to the national competition
- Competed in an economics event at the National FBLA convention in Florida in the summer of 20xx
- Helped organize fundraising events, generating \$500 towards annual trips to state and national competitions

### SKILLS & INTERESTS

**Technical:** Microsoft Excel and PowerPoint, R, SQL, Tableau

**Language:** Spanish

**Interests:** Photography, Cooking, Non-Fiction Novels, Yoga, Hiking, Violin

# UPPER-LEVEL TEPPER STUDENT

student@andrew.cmu.edu | (555) 555-5555 | linkedin.com/in/tepperstudent

## EDUCATION

### Carnegie Mellon University

*Bachelor of Science in Business Administration; Additional Major: Statistics*

Cumulative GPA: 3.5/4.0

Pittsburgh, PA

May 20xx

**Relevant Coursework:** Modern Data Management, Economics, Regression Analysis, Optimization, Multivariate Analysis, Management Computer and Information Systems, Business Computing, Probability and Statistics for Business Applications

## PROFESSIONAL EXPERIENCE

### XYZ Consulting

*Transaction Advisory Services Summer Analyst*

Addis Ababa, Ethiopia

May 20xx – Jul 20xx

Assisted one of the Managing Partners in conducting a study on foreign exchange control for a government organization

- Analyzed the impact of foreign exchange control on real GDP, PPP and trade among African countries
- Designed and developed charts and pivot tables to display data and for ease of analysis
- Researched information from different databases, such as the Illegal Financial Flow Database and World Bank Group's Ease of Doing Business database, to offer different perspectives

Contributed to the development of a business plan for a state-of-the-art hospital in Ethiopia

- Conducted a mathematical analysis and verified forecasted numbers using similar projects as a basis for evaluation
- Explored strategies for making Ethiopia a destination for medical tourism

### Carnegie Mellon University, Summer College Preview Program

*Mentor/Peer Tutor*

Doha, Qatar

Jul 20xx – Aug 20xx

- Assisted the Director of the Program in creating an environment that was conducive to exposing 90 of the brightest high school students in the Middle East to various majors that CMU-Qatar offers
- Served as a Teaching Assistant to 35 students for the Calculus and Business project classes

### Carnegie Mellon University, Division of Student Affairs

*Resident Assistant*

Pittsburgh, PA

Jul 20xx – May 20xx

- Mentored and guided 40 residents, promoting essential values and fostering a sense of community
- Organized various community events that attracted approximately 250 students from other residential communities
- Advised students on overcoming cultural barriers, health concerns and relationship conflicts

## LEADERSHIP EXPERIENCE

### Young African Leaders Association

*Public Relations Chair*

Pittsburgh, PA

Aug 20xx – May 20xx

- Created a brand identity for the organization and recruited 18 members to join various committees
- Developed a marketing strategy that resulted in approximately 200 students attending events
- Represented the Tepper School of Business at the Harvard Africa Business Conference

### Donut Dash

*Organizer*

Pittsburgh, PA

Oct 20xx – Present

- Part of a team that established Donut Dash, a philanthropic event that raised over \$175,000 for ALS research
- Advertised to students around the Pittsburgh area through direct marketing and social media

## SKILLS/INTERESTS

*Technical:* Java, SQL, R and Excel

*Languages:* Fluent in Arabic

*Interests:* Service Fraternity, intramural soccer, dancing, traveling and studying the history of places

# CONSULTING RESUME

consulting@andrew.cmu.edu | 412-123-4567 | www.linkedin.com/in/consultingstudent

## EDUCATION

### Carnegie Mellon University, Tepper School of Business

Bachelor of Science in Business Administration, Concentration: Business Analytics

GPA: 3.6/4.0, Dean's List: Fall 20xx – Spring 20xx

Pittsburgh, PA

May 20xx

## EXPERIENCE

### XYZ Consulting

Summer Intern

Pittsburgh, PA

July 20xx – August 20xx

- Completed case study on recruiting and hiring process, reviewing information on software systems and critical job-related skills, and generated summary document for manager
- Created database with 50 client profiles and organized information to ensure accuracy and ease of use for senior consultants and executives
- Developed social media content for Twitter, LinkedIn, and Instagram, increasing engagement by 25%

### ABC Capital

Venture Capital/Private Equity Intern

Remote

January 20xx – Present

- Performed market analysis within startup software industry and presented insights to managers
- Researched cybersecurity and customer experience management companies for investment opportunities

### Carnegie Mellon University Hackathon Case Competition

Case Competitor

Pittsburgh, PA

February 20xx

- Designed app with a team of four to promote financial literacy and inclusion to local community members
- Co-presented app and corresponding business plan to panel of venture capitalists and entrepreneurs

### COVID-19 Innovation Project

Community Support/Social Impact Member

Remote

June 20xx – August 20xx

- Collaborated with five other students to design safety training modules to address COVID-19 public health issues
- Learned how to use development software to create four interactive modules

## LEADERSHIP

### Carnegie Mellon University Student Club

Analyst, Recruitment Committee Member

Pittsburgh, PA

September 20xx – Present

- Studied finance and investment strategies to learn how startup companies drive growth
- Provided valuations and investment recommendations to three local companies
- Partnered with four other students to recruit, interview, and educate up to 15 new members per semester

### Women's Club Sport

President and Team Captain

Pittsburgh, PA

November 20xx – Present

- Manage club's operations, including scheduling four games per month and leading daily practices
- Oversee \$5,000 budget and reconcile all financial transactions

### Campus Sorority

Member

Pittsburgh, PA

February 20xx – Present

- Volunteer at events to raise awareness and up to \$1000 per semester for targeted non-profit organizations
- Mentor two new members per semester, providing academic and career guidance

## SKILLS & INTERESTS

- Python, R, Microsoft Excel and PowerPoint, Slack, Canva
- Hiking, cooking, photography, piano, golf, tennis

# DATA RESUME

datastudent@gmail.com | 412-123-4567 | linkedin.com/in/datastudent

datastudent.wixsite.com/portfolio

## EDUCATION

**Carnegie Mellon University | Pittsburgh, PA**

Bachelor of Science in Economics

May 20xx

GPA: 3.6/4.0

**Coursework:** Fundamentals of Programming and Computer Science, Imperative Computation (Data Structures), Methods for Statistics and Data Science, Data Management Fundamentals, Statistical Inference, Probability Theory, Discrete Mathematics

## SKILLS

Python (NumPy, Pandas, Matplotlib, Seaborn, Scikit-learn, TensorFlow), C, SQL, R, Tableau, HTML/CSS

## EXPERIENCE

**Research Intern | Wireless Information Network Lab**

June 20xx - August 20xx

- Utilized adversarial machine learning and Mel-frequency cepstral coefficient (MFCC) feature extraction to generate obfuscated voice command samples to successfully attack three household voice assistant systems
- Built and trained a speech recognition model with 83% accuracy on a dataset of 8000 samples of 8 words using a convolutional neural network and TensorFlow

**Teaching Assistant | Carnegie Mellon University Microeconomics Course**

October 20xx - December 20xx

- Designed and delivered weekly lectures to 2 classes of 30 students, reinforcing class concepts through group exercises
- Tracked daily class participation, graded weekly assignments, and provided individualized support to students

**Math Tutor | ABC Learning Centers**

July 20xx - March 20xx

- Tutored students K-12 in understanding fundamental and advanced levels of mathematics
- Analyzed student progress on a regular basis to adapt tutoring methods unique to the needs of each student

## LEADERSHIP & PROJECTS

**Chief Human Resources Officer | Carnegie Mellon Business Organization**

April 20xx - Present

- Managed the internal development program, including member mock interviews, coffee chats, and resume reviews
- Secured \$6000 from 5 sponsors to host a competition with 100 attendees and panelists
- Created and led a club-wide mentorship program with 25 mentors and 45 mentees

**Stroke Prediction | Python (Pandas, NumPy, Scikit-learn, Seaborn, Matplotlib)**

July 20xx

- Performed exploratory data analysis on Kaggle's stroke prediction dataset to understand the correlation among 10 unique factors and the possibility of stroke
- Developed a random forest model with 96% accuracy to predict whether a patient is likely to have a stroke

**Twitter Sentiment Analysis | Python (Pandas, NumPy, Scikit-learn, Seaborn, Matplotlib)**

July 20xx

- Implemented a recurrent neural network model to perform sentiment analysis on 1.6 million tweets with 77% accuracy

**Fruit Ninja Game | Python**

April 20xx

- Designed an interactive game, inspired by Fruit Ninja, in over 500 lines of code that utilizes kinematic equations to generate flying fruit and bombs in increasing levels of velocity and difficulty

## ACHIEVEMENTS & INTERESTS

**Honors:** Dean's List (Fall 20xx, Spring 20xx)

**Achievements:** Undergraduate Investment Conference: Second Place (October 20xx), Accenture Strategy Case Challenge: Third Place (September 20xx), Market Madness Semifinalist (April 20xx)

**Interests:** Hiking, Softball, Reading Historical Fiction, Watching College Football

# Finance Resume

412-268-1234, financestudent@cmu.edu, linkedin.com/cmufinance

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## Education

### Carnegie Mellon University

Bachelor of Science in Business Administration  
Concentrations: Finance and Accounting  
GPA: 3.84/4.00, Tepper Dean's List - 4 semesters

Pittsburgh, PA  
May 20XX

## Relevant Experience

### XYZ Capital Advisors

Equity Research Intern

Pittsburgh, PA  
Aug 20XX-May 20XX

- Studied economic trends that could possibly impact stocks the fund covers, developing reports for managers
- Collected company and industry research to determine the strength of the stock thesis

### Tartan Student Fund (A student group managing \$100,000 of the university's endowment)

Portfolio Manager

Pittsburgh, PA  
Sep 20XX-Present

- Lead the financial institutions group of seven analysts in the research and execution of stock pitches
- Analyze and vote on stocks presented monthly to the fund by other industry group members

### ABC Bank

Risk Management Intern

Jersey City, NJ  
Jul-Aug 20XX

- Reviewed three years of third-party risk management remediation plan activities
  - Created spreadsheets and reports to allow management to gauge the firm's risk level with outside vendors
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## Additional Experience

### AB&C

Transaction Taxes Intern

New York, NY  
May-Jul 20XX

- Collected descriptions on 98 business services offered by the company by analyzing internal and marketing documents to provide ease of access to the descriptions for the sales tax team
- Researched state and federal telecommunications excise tax rulings for independent learning

### Division of Commerce

Intern

Any City, NJ  
Jul-Aug 20XX

- Worked with the Deputy Mayor to develop a more efficient method for city businesses to apply for licenses with the intention of attracting new businesses to the city
  - Created a general form with supplements for each type of business that could be transitioned into an online application
- 

## Leadership

### Career and Professional Development Center, Carnegie Mellon University

Career Peer Mentor

Pittsburgh, PA  
May 20XX-Present

- Assist students with resume writing, interviewing, elevator pitches, internship and job searches, and other office services
  - Serve as a liaison to first-year residence hall to provide bi-weekly professional development programs for up to 25 students
- 

## Skills

**Technical:** Microsoft Office; Excel VBA (Basic)

**Trading Platforms:** Reuters Eikon, CQG Net, Rithmic Trader, Trading Technologies, Bloomberg

**Languages:** French: Proficient (6 years), Reading, Writing, Speaking, Listening; German: Beginner (1 year), Reading, Writing, Speaking

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## Interests

Skydiving, Basketball, Ultimate (Frisbee), Solitaire, DC and Marvel Movies

# Marketing Resume

marketer@andrew.cmu.edu | 412-123-4567 | linkedin.com/in/cmumarketing

## Education

**Carnegie Mellon University** - Tepper School of Business Pittsburgh, PA  
*Bachelor of Science in Business Administration* May 20xx  
**Concentration:** Marketing Management | Minor: Human Computer Interaction  
GPA Cumulative: 3.0/4.0  
**Relevant Coursework:** Marketing Research, Advertising & Marketing Communications, Product & Brand Management, User Centered Research, Interaction Design, Mobile/Web Design & Development, Data Science

## Work Experience

**Carnegie Mellon University** Pittsburgh, PA  
*Social Media Manager* May 20xx - Present

- Design social media content to be posted on the office's Instagram and Twitter accounts in order to increase brand awareness on campus and student registration/attendance for workshops and services
- Create marketing strategy collaboratively with Marketing team and Peer Mentor staff by launching a brand redesign, monthly content schedule, and incorporating more student feedback

**XYZ Group** New York, NY  
*Associate Consultant/Digital Strategist, Intern* Jun 20xx - Aug 20xx

- Authored design and system requirements to relay user and client needs for Design and Technology teams' development of an online B2B customer portal which improved a previously analog business process
- Collaborated with cross-functional team by applying agile methodologies to iteratively design and develop an MVP that met user needs identified through a series of workshops and customer interviews

**Carnegie Mellon University Human Computer Interaction Institute** Pittsburgh, PA  
*UX Research Assistant* Oct 20xx - May 20xx

- Interviewed 15 stakeholders about their experiences managing a GitHub project to receive user feedback on an automated support tool designed to help community maintenance and promote DEI in open-source projects
- Implemented UI/UX improvements to the design of the product based on synthesized findings from coding the interview notes and affinity clustering similar feedback from users

## Project Experience

**CMU American Marketing Association** Pittsburgh, PA  
*Consulting Manager - Campus Marketing Committee* Apr 20xx - Present

- Advise a committee of 8-12 students in semester-long consulting projects by teaching marketing data analysis, digital strategy, branding, design, and client-facing interaction to underclassmen committee members

*Campus Marketing Committee Member* Aug 20xx - May 20xx

- Designed a social media campaign for a CMU organization using focus group and survey research
- Created style guidelines for a club's venture competition advertisements and social media

**Trip Planning Company** Pittsburgh, PA  
*Project Manager* Jan 20xx - May 20xx

- Led a team through a semester-long design project by developing the project plan and managing deliverables
- Designed and prototyped an app to help individuals effectively plan their group trips through using UX/UI design principles such as contextual inquiry, storyboarding, wireframing, and prototyping

## Skills & Interests

**Skills:** Marketing/DX Research, Figma, Canva, Jira, HTML/CSS, Excel, Python

**Interests:** Crochet, Fermentation, Yoga, True Crime Podcasts, Journaling, Volleyball