

Tepper School of Business

Sample Resumes

<u>Business Administration – First-Year</u>	2
<u>Business Administration – Sophomore</u>	3
<u>Business Administration – Junior</u>	4
<u>Business Administration – Senior</u>	5
<u>Economics – First-Year</u>	6
<u>Economics – Sophomore</u>	7
<u>Economics – Junior</u>	8
<u>Economics – Senior</u>	9

Tepper Student 1

Firstyear@cmu.edu • (555) 123-4567

EDUCATION

Carnegie Mellon University

Pittsburgh, PA

Bachelor of Science in Business Administration (Intended Finance Concentration and Statistics Double Major)

May 20xx

Relevant Coursework: Introduction to Mathematical Finance, Business Computing, and Statistics and Data Science Methods

GPA: 3.72

WORK EXPERIENCE

XYZ & Associates, CPA

Any City, NY

Accounting Intern

Feb 20xx - Mar 20xx

- Analyzed and organized over \$1.1 million worth of wire confirmations to monitor firm monetary transactions
- Verified accounting documents including trial balances, bank statements, and general ledgers

ABC Accounting & Tax Services

Any City, NY

Tax Intern

Jul 20xx - Sept 20xx

- Examined over 50 clients' bank statements, arranging revenues and expenses into Excel spreadsheets
- Completed over 20 individual tax returns, filed for tax IDs, and prepared certificates of dissolution

LEADERSHIP

Undergraduate Consulting Club

Pittsburgh, PA

Pro-Bono Lead

Jan 20xx - Present

- Obtained 3 new pro-bono projects by seeking and pitching to campus groups and start-ups and identifying synergies
- Collaborated with team of 7 members to assist non-profit organization with retaining and acquiring sponsors
- Developed regular deliverables such as flow charts, pitch decks, and flyers for company's long-term success

Smart Woman Securities

Pittsburgh, PA

Research Board Analyst

Sept 20xx - Present

- Selected to manage \$100,000 mock equity portfolio for online competition against 14 other chapters
- Created investment reports on Kohl's Corporation and the energy industry, performing market research on earnings, news, company activity, and industry trends, and delivered stock pitches for short and long positions
- Attended weekly lectures to gain knowledge in investment banking, financial statement analysis, and equity research

Sports Club

Pittsburgh, PA

Treasurer/Compliance Officer

Sept 20xx - Present

- Organized 4 fundraising activities, applied for and allocated club funds, maintained budgets of over \$3,000 with Excel, purchased all necessary equipment and transportation, and processed all club reimbursements
- Ensured due process and compliance with school and state regulations regarding trademarks and suppliers
- Traveled with competitive team to various states to compete in tournaments against other universities

PROJECTS

McKinsey Case Competition | 2nd Place

Apr 20xx

- Led 4-member team to recommend eco-friendly and technologically advanced transportation for fictitious city
- Delegated responsibilities, guided members on presentation skills, maintained team cohesion, and designed slide deck

Tepper Undergraduate Business Administration Case Challenge | 1st Place

Feb 20xx

- Studied social media corporation's data security issues and presented solutions, along with 3 team members
- Completed market research, generated possible resolutions, and used Excel for data visualization

Undergraduate Consulting Club Case Competition | 2nd Place

Jan 20xx

- Served on team of 2 members that pitched ideas for fabricated camera company to gain market share
- Performed data analysis, crafted high-level organization of problems and solutions, and produced strategy

Speed

Dec 20xx

- Coded multiplayer card game using sockets, AI, and Tkinter with Python for programming course (15-112) project

SKILLS & INTERESTS

Skills: Microsoft Excel (Advanced) and PowerPoint, Python, R, Tableau, Java, Drake, and Spanish

Interests: Tennis, Flute, Bowling, Dance, and Swimming

Tepper Student 2

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

Education

Carnegie Mellon University

Bachelor of Science in Business Administration
Concentrations: Finance and Accounting
GPA: 3.0/4.0

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 \$50,000 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
-

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

Interests

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

TEPPER STUDENT 3

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

EDUCATION

Carnegie Mellon University

Pittsburgh, PA

Bachelor of Science in Business Administration; Additional Major: Statistics

May 20xx

Cumulative GPA: 3.5/4.0

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

Addis Ababa, Ethiopia

Transaction Advisory Services Summer Analyst

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

Doha, Qatar

Mentor/Peer Tutor

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

Pittsburgh, PA

Resident Assistant

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

Pittsburgh, PA

Public Relations Chair

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

Pittsburgh, PA

Organizer

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

TEPPER STUDENT 4

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

EDUCATION

Carnegie Mellon University

MAY 20XX | PITTSBURGH, PA

Bachelor of Science in Business Administration

Additional Major in Human-Computer Interaction

GPA 3.75/4.00

SKILLS

Data Analysis

Excel

SQL

Web Development

HTML

CSS

Javascript

Design and Research

Sketch

Adobe Creative Suite

InVision

Storyboarding

Contextual Inquiry

RESEARCH PROJECTS

Customer Intelligence in Retail Banking

Senior Honors Thesis

Tepper School of Business

Career Coaching in Online Communities

Social Computing

Human-Computer Interaction Institute

SELECTED COURSEWORK

Modern Data Management

Data Mining and Analytics

Business Technology for Consulting

Programmable User Interfaces

User-Centered Research and Evaluation

Service Design

Interaction Design Studio

Product and Brand Management

Operations Management

INTERESTS

Latin Dance, Soccer, Community Service

EXPERIENCE

Performance and Programmatic Marketing Intern | XYZ

MAY 20XX – AUG 20XX | NEW YORK, NY

- Analyzed chatbot data of 1000+ user questions and bot responses to identify response inaccuracies, question-and-answer mismatches, and usability issues
- Enhanced Blockchain chatbot by revising responses, creating new question categories, expanding on training data sources, and designing prototypes of new interfaces
- Conducted competitive analyses and stakeholder interviews to assemble best practices for chatbot processes

Teaching Assistant | Tepper School of Business

JAN 20XX – PRESENT | PITTSBURGH, PA

- Guided 25 students during weekly office hours and graded assignments for Business Communications course

Summer Analyst | Fund Accelerator

JAN 20XX – PRESENT | PITTSBURGH, PA

- Conducted financial statement modeling, competitive analysis, and industrial research to close acquisition of private Managed IT Services firm
- Drafted *Investor Returns* and *Working Capital* sections of investment memorandum

Office Assistant | Human-Computer Interaction

JAN 20XX – PRESENT | PITTSBURGH, PA

- Processed human subject fund requests and reimbursements for group of 10 researchers
- Monitored research expenditures and project database

LEADERSHIP

President | American Marketing Association Chapter

MAY 20XX – PRESENT | PITTSBURGH, PA

(PREVIOUSLY VP OF PROGRAMS AND VP OF COMMUNICATIONS)

- Oversaw team of 12 officers and 6 committees within organization and all events, projects, and activities
- Planned and promoted 3 company speaker events, 2 professor dinners, and 2 site visits
- Managed organization's social media presence and website

VP of Finance/Operations | Business Association

MAY 20XX – PRESENT | PITTSBURGH, PA

(PREVIOUSLY VP OF INTERNAL AFFAIRS)

- Handled \$2,000 budget and facilitated all meetings
- Implemented new policies and led 4 workshops to grow organization's membership by 15%

Volunteer Public Speaking Teacher | Young Leaders Club

MAY 20XX – MAY 20XX | CHICAGO, IL

- Created and taught lessons at local library to engage children ages 12-14 in debates and prepared and impromptu speech

Tepper Economics Student 1

firstyear@andrew.cmu.edu · 555-555-5555 · linkedin.com/in/tepperecon

EDUCATION

Carnegie Mellon University, Pittsburgh, PA May 20xx
Bachelor of Science in Economics and Mathematics; Additional Major: Statistics GPA: 3.0
Relevant Coursework: Concepts of Mathematics, Linear Algebra, Differential Equations, Principles of Computing

Mentor High School, Mentor, OH June 20xx
Honors Diploma GPA: 4.0

ACADEMIC PROJECT

Carnegie Mellon University, Pittsburgh, PA June 20xx - Aug 20xx
Principles of Microeconomics

- Conducted data analysis on the ways that people make choices between alternatives that are both risky and pay off at different points in time, such as decisions about retirement savings
- Visualized data in Excel to highlight models of how people make such choices
- Presented to senior economics staff and an invited guest employer from the retirement savings/investment industry

ADDITIONAL EXPERIENCE

University of Southern California, Los Angeles, CA Dec 20xx - May 20xx
Undergraduate Researcher, Department of Chemistry

- Developed a lighting material with a longer luminescence lifetime, maintaining lower costs
- Synthesized and characterized a compound with thermochromism

COMMUNITY SERVICE

Economics Student Advisory Council, Pittsburgh, PA Aug 20xx – Present
Participant

- Engaged in conversations with department administration, resulting in a class restructure
- Prepared monthly social events for the Economics community of 200

Carnegie Mellon Food Pantry, Pittsburgh, PA Aug 20xx – Present
Volunteer

- Distributed produce and non-food items to students combating food insecurity
- Sorted and labelled dozens of items weekly

Morals & Ethics Club, Mentor, OH Aug 20xx – May 20xx
President

- Managed and guided 4 other club executives
- Led public relations efforts with the student body, expanding club participation from 5 to 25

SKILLS

- Building functions and data visualizations in Python and R
- Proficiency to analyze data and create presentations in Microsoft Excel and Microsoft PowerPoint

HONORS

Eagle Scout 20xx

- Led 25 people in replacing 66 cubic yards of wood chips, revitalizing 2 church playgrounds

American Invitational Mathematics Examination Qualifier 20xx

- Scored in the top 5% of American Math Competition 12 testers

Tepper Economics Student 2

555.555.5555 – sophomore@andrew.cmu.edu

EDUCATION

CARNEGIE MELLON UNIVERSITY

Bachelor of Arts in Economics; Concentration: Global Change and Disruption
Minors: Innovation and Entrepreneurship & International Relations and Politics

Pittsburgh, PA
May 20xx
GPA: 3.45

COURSE PROJECT

CARNEGIE MELLON UNIVERSITY

Market Design – A Mechanism for Partnership Dissolution

Pittsburgh, PA
Jan. – May 20xx

- Proposed an algorithm for post-dissolution allocation of assets, on a team of two, using market design principles.

EXPERIENCE

U.S. SENATE

Congressional Intern

Washington, D.C.
May 20xx – July 20xx

- Worked for Bernie Sanders, United States Senator from Vermont.
- Attended briefings and hearings and assisted with the preparation of legislative summaries.
- Proposed defense and homeland security legislation for the Senator to co-sponsor.

Tepper School of Business

Office Assistant, MBA Admissions

Pittsburgh, PA
Sept. – Dec. 20xx

- Assisted with the logistics of recruiting by cataloging data for hundreds of MBA candidates.
- Updated thousands of institution entries in the application database.
- Facilitated office organization by completing inventory and managing both physical and digital files during the upgrade to a paperless system.

LEADERSHIP

CARNEGIE MELLON UNIVERSITY

Varsity Tennis Team Co-Captain

Pittsburgh, PA
Aug. 20xx – Present

- Develop versatile leadership strategies and effective time management skills.
- Commit 30+ hours per week to travel, practice, and personal development.

University Student Affairs Council

Oct. 20xx – May 20xx

- Collaborate with the Dean of Students and campus leaders to enhance the quality of life for undergraduate, graduates, and alumni.

Student-Athlete Advisory Council Representative

Aug. 20xx – May 20xx

- Advocate for the concerns of student-athletes in matters governed by the universities' athletic department.

SPECIAL OLYMPICS OF PENNSYLVANIA

Director of Competition

Pittsburgh, PA
Apr. 20xx – Apr. 20xx

- Foster a competitive and entertaining environment for those with intellectual disabilities.
- Referee and organize the basketball portion of the Special Olympics of Pennsylvania.

AWARDS

- Dean's List (Four semesters)
- University Athletic Association (UAA) First Team All-Conference, All-Academic Team, and Player of the Week

SKILLS

- **Coding Languages:** Limited proficiency in Python, C#, R, Javascript and HTML
- **Language:** Conversational German
- **Software:** Proficient in Quest, Microsoft Office Products, FL Studio, and limited proficiency in Unity

Tepper Economics Student 3

555-555-5555 • junior@andrew.cmu.edu • linkedin.com/in/tepperstudent

EDUCATION

Carnegie Mellon University

Bachelor of Science in Economics; GPA: 3.75/4.0

Additional Major: Statistics and Machine Learning; Minor: Computer Science

Pittsburgh, PA

May 20xx

EXPERIENCE

U.S. Department of Justice

Research Analyst, Antitrust Division

Washington, DC

May – Aug 20xx

- Created mapping visualizations in R used to identify collusion and as exhibits in court cases.
- Calculated market shares and diversion ratios to ascertain the anticompetitive effects of large mergers.
- Helped to develop a statistical package for simulating mergers in R to enable easy antitrust calculations.

U.S. Department of State

Economics Intern, Office of Monetary Affairs

Washington, DC

Aug 20xx – May 20xx

- Constructed panel data econometric models in R using additive and fixed effects models to assess the HIPC program's impact on African nations' debt sustainability and inform future relief programs.

Carnegie Mellon University

Research Assistant

Pittsburgh, PA

Aug – May 20xx

- Measured the effects of funding and political orientation of the U.S. government on antitrust enforcement.
- Produced a dataset by writing a web crawler in Python to catalog all enforcement actions over 40 years.

EXTRACURRICULAR ACTIVITIES

Founder, Economics Research Club

Nov 20xx – Present

- Lead a group of 25 student members who discuss economic research papers.

Chair, Finance Committee, Student Senate

May – Dec 20xx

- Managed a \$166,000 budget for campus capital improvements and student initiatives. Built a framework to improve consistency and communication in allocation decisions and reduced turnover in the committee by 60%.

PROJECTS

Generating Song Lyrics using GANs

May 20xx

- Generated song lyrics and style transfer using a variety of generative adversarial networks (GANs).

Analytics for Varsity Softball and Golf Teams (Carnegie Mellon)

May 20xx – April 20xx

- Calculated statistics to aid in-game decisions and identify players' areas for improvement.

Does Lineup Balance Matter? – Published by *Society for American Baseball Research*

April 20xx

- Quantified the runs gained by having a baseball lineup balanced between contact and power hitters.

SKILLS

Programming and Software: R, Python, Julia, C, Java, SML, Excel, InDesign, Stata

Languages: Hindi (Fluent), Spanish (Intermediate)

HONORS AND AWARDS

Presidential Merit Scholarship

20xx – Present

Quantitative Social Sciences Scholar

20xx – Present

Tepper Economics Student 4

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

EDUCATION

Carnegie Mellon University

Bachelor of Science in Economics & Statistics, Minor in Business Administration | GPA: 3.75/4.00

Pittsburgh, PA

Dec 20xx

- Quantitative Social Science Scholars Program (QSSS)/Tepper Honors Thesis
- Honors/Conferences: Phi Kappa Phi, Dean's List, High Honors, Forté Fast Track to Finance Leadership Conference

University of Notre Dame | Girls Who Invest

Summer Intensive Program Scholar

Notre Dame, IN

Jun 20xx

- Completed highly selective, rigorous 4-week training program focused on core investment concepts and skills taught by leading business professionals; upon completion, earned a 6-week paid asset management internship
- Coursework and case studies included accounting, valuation, financial modeling, asset allocation and presentation skills

EXPERIENCE

Global Atlantic Financial Group

Investments Summer Analyst

New York City, NY

Jun 20xx – Aug 20xx

Credit Desk Rotation

- Constructed the memo and base model for a \$10.0mm direct lending refinancing/acquisition deal and presented the deal alongside the Associate and Head of Credit for investment approval
- Programmed a rating system using Moody's methodologies for 50 sectors to assign credit ratings for internal securitization
- Wrote a transportation sector review and presented research on the effects of tariffs on credits held in the portfolio

Derivatives Desk Rotation

- Streamlined trade execution in VBA by sending automated lists of options to 15 counterparties to achieve competitive quotes
- Researched the effects of the LIBOR transition to other alternative rates (SOFR) on the firm's asset classes and presented findings to all portfolio managers as well as the investment risk team
- Programmed a payoff calculator for exotic options to confirm the hedging book values

AXA Investment Managers

Investment Intern – High Yield

Greenwich, CT

Jul 20xx – Aug 20xx

- Updated and improved the firm's database to track trends more efficiently in over 200+ credits held in the portfolios
- Built a credit model for a retail company to present an investment recommendation after conducting research through Bloomberg

ACADEMIC PROJECTS

Capital One Tartan Data Science Cup

Semi-Finalist

Pittsburgh, PA

Feb 20xx

- Analyzed 150,000 entries of complete, uncorrupted data from Lending Club using R to predict the payment statuses of loans from corrupted data
- Accurately projected the payment statuses of the majority of individuals by looking at factors such as delinquency records, revolution utility, DTI, and public loan records using a linear regression model and summarized findings in a report

LEADERSHIP

Research and Asset Management Academy

Vice President

Pittsburgh, PA

Jan 20xx – Present

- Mentor underclass students interested in asset management, with a focus on honing professional and technical skills such as valuation, public speaking, and networking
- Worked with mentees to develop their stock pitches and market knowledge in preparation for interviews

Principles of Microeconomics

Teaching Assistant/Grader

Pittsburgh, PA

Jan 20xx – Present

- Teach weekly lectures to 2 classes of 30 students, reinforcing class material by collectively working through problems
- Work with supervisors weekly to design and review lessons for each class and provide progress updates on student performance
- Hold weekly office hours and private tutoring sessions to help students with coursework and exam practice

SKILLS & INTERESTS

Data/Finance: Financial Modeling (Completed 2-Day Training the Street Seminar), R, Data Analysis, VBA, Excel, Python

Languages: Mandarin Chinese (conversational), French (proficient)

Interests: Film Editing/Photography, Traveling, Tennis, Piano, Dance