

OPTIONAL CATEGORY EXAMPLES

You may wish to adopt these categories if relevant to your experience or the opportunity you are applying for. If you have significant experience in a specialized category, consider using that as your primary “Experience” section. Both paragraph and bulleted formats are options, but be consistent with the formatting within your resume. Students in creative and performing arts can develop resumes, portfolios, and websites to support their specific job search. MCS advisors can help!

Leadership Experience

Harvard Society of Black Scientists & Engineers

Cambridge, MA

President

September 2023 - May 2024

Provided strategic direction and developed annual goals for this 90-member student group. Organized board and general meetings. Oversaw existing activities, programs, and collaborations with other student organizations. Represented group in Black Community Leaders Organization.

Harvard Computer Society

Cambridge, MA

Membership Coordinator / Board Member

January - May 2023

Organized marketing and advertising campaign using Mailchimp, resulting in 20% increase in membership. Coordinated tech conference and networking reception for 30 professionals and 75 students. Upgraded and enhanced website.

Public Service Experience

Cambridge Department of Social Services

Cambridge, MA

Intern

September 2023 – Present

- Conduct site visits to local social service agencies to assist in evaluating effectiveness of service delivery. Observe experienced counselors and social workers in private settings with clients.
- Analyze data using Python to determine trends in service usage.

Phillips Brooks House Association

Dorchester, MA

Summer Urban Program Senior Counselor

June – August 2023

- Organized activities at summer camp encouraging academic achievement among inner city and under-resourced children. Managed \$1500 activities budget.
- Created and implemented curriculum for girls ages 11-12 connecting campers to female leaders in community, community service, and health education.

Technical Skills

Programming: C, C++, C#, SQL, R, Perl, Python, MATLAB, JavaScript, OCaml.

Operating Systems: Windows, MAC OS, and Linux.

Web Design: Designed www.abc.com, www.xyz.com

For tech (computer science) resumes, include Technical Skills after the Education section.

Research Experience

Stanford Nanotech Research Center

Palo Alto, CA

Research Intern

June – August 2022

Project: Microfabrication of Thin-film Heaters to Simulate Hotspots.

- Fabricated devices for testing effectiveness of nanoscale patch used to cool down hotspots on microprocessors.
- Utilized cleanroom facilities to create devices with hotspot heater and temperature sensors to simulate heat generation.

Performing Arts Experience

Mainly Jazz Dance Company

Cambridge, MA

Dancer / Choreographer

October 2022 – Present

Perform traditional jazz, lyrical, hip hop, funk, and modern dance at performances open to public throughout the year. Teach dance routines weekly to 20+ students at local elementary school.

Activities

Lowell House Committee

Cambridge, MA

Member. Collaborate on social and community service activities.

September 2022 – Present

Massachusetts General Hospital

Boston, MA

Hospital Volunteer. Commit 5 hours per week greeting patients.

January – May 2023