

RESUME #1: Corey is seeking an internship at a non-profit organization. You will notice they focus on relevant research, business experience showing impact where possible.

COREY ZHAO | Cambridge, MA | coreyzhao@g.harvard.edu | Phone Number | LinkedIn

EDUCATION

Harvard University , <i>M.A. in Regional Studies—East Asia</i> , Cambridge, MA	Expected: May 20XX
- Research Expertise: poverty and inequality, China-Africa relations, ethnographic methods - Awards: Grants from Fairbank Center for Chinese Studies & Asia Center William and Fung Scholars Fund	GPA: 4.0/4.0
New York University , <i>Honors B.A. (Summa Cum Laude) in Sociology</i> , New York, NY & Shanghai	May 20XX
- Grants: Dean’s Undergraduate Research Fund, Honors Thesis Research Grant - Leadership: TEDx Club President, Orientation Ambassador, Resident Assistant, Presidential Task Force Member, Community Engaged Learning for Migrant Children, English Teaching Volunteer in Thailand	GPA: 3.92/4.0

RELEVANT PROFESSIONAL EXPERIENCE

Chinese for Affirmative Action (CAA) , <i>Summer Policy Fellow</i> , San Francisco, CA	May 2025–Aug 2025
- Advance language access for 110k+ AAPI English learners by delivering two policy memos to state officials - Expand economic opportunities for 30+ Chinatown residents through 100+ hours of career and immigration service - Lead a bilingual digital campaign to counter disinformation reaching 5,000+ Chinese immigrants - Help double organization’s fundraising goal with \$500k in one night through advocacy	
Clinton Health Access Initiative (CHAI) , <i>China-Africa Health Dev. Intern</i> , Washington, D.C.	May 2023–May 2024
- Contributed to 40% price reduction strategy for rapid test kits in Africa analyzing global diagnostic supply chains - Strengthened global health partnership through conducting 20+ knowledge seminars with Chinese suppliers - Secured \$1 million donor commitment for CHAI’s diagnostic initiative by engaging Mandarin-speaking philanthropists	
Oliver Wyman , <i>Project Intern</i> , Shanghai, China	June 2022–June 2023
- Built 15+ slide deck visualizing China’s \$1.5 billion tutoring industry for post-grad entrance exam - Conducted 10+ interviews with tech execs mapping post-pandemic shifts from offline to online delivery models - Shaped the client’s product strategy by synthesizing insights from 15+ cold calls with industry players	
Boomi , <i>Entrepreneurship Intern</i> , Shanghai, China	May 2021–August 2021
- Developed a go-to-market strategy for an early-stage sustainability brand founded by two alumni - Gained 3,000+ users and boosted sales by 50% in two months by designing a WeChat mini program	

SELECTED LEADERSHIP & RESEARCH IMPACT

Harvard East Asia Society (HEAS) , <i>Chair</i> , Cambridge, MA	Sept. 2024–Feb. 2025
- Directed the 28th HEAS Graduate Conference hosting 300+ attendees for emerging scholarship on East Asia - Managed a team of 18 to select 40 out of 800+ paper proposals ensuring academic rigor and thematic breadth - Launched the first financial aid program to cover international travel expenses for 10 scholars and secured \$12,000+ total funding from 7 research centers, the highest in five years	
Peking University Law School , <i>Research Assistant</i> , Beijing, China	Sept. 2021–June 2022
- Collaborated on report through 5 case studies of air quality control to drive local environmental policy change - Advocated for a new EV policy based on the report to 4 government officials, leading to partial adoption of the recommendations into Beijing’s revised air pollution regulations	
Irrationality in Artificial Intelligence Lab , <i>Research Assistant</i> , Shanghai, China	Sept. 2020–May 2021
- Discovered AI’s decision-making patterns through analysis of 10,000+ hands of poker games played by AI robots - Authored paper on a comparison of human and AI responses to triggers of economic irrationality in gaming	

SKILLS

Language Mandarin fluency, Japanese beginner | **Technical Skills** Google Suite, Microsoft Office, Python, R

RESUME #2: Jose is applying for a data science position at a top tech firm. Since Jose's most relevant experience comes from their coursework, they include details on their projects in their experience section. The specific and detailed descriptions are appropriate given the technical nature of the jobs they are applying to.

JOSE ROBERTS

Cambridge, MA | Phone Number | joseroberts@g.harvard.edu | LinkedIn | Github

EDUCATION

Harvard University Cambridge, MA
Master of Science in Data Science | Cumulative GPA: 3.83 /4.00 Expected May 20XX
Honors: 2018 Recipient of Harper Educational Foundation Scholarship
Relevant Coursework: Stochastic Optimization, Data Science I, Systems Development for Computational Science

University of Notre Dame Notre Dame, IN
Bachelor of Science in Mathematics | Cumulative GPA: 3.90 /4.00 May 20XX
• *Honors: The GE Prize for Excellence in Mathematics (20XX), University of Notre Dame Mathematics Scholar (20XX)*
• *Relevant Coursework: Probability Theory, Stochastic Modeling, Real Analysis, Numerical Analysis, Data Mining, Abstract Algebra, Differential Equations, Mathematical Statistics*

SKILLS

Programming: Python (numpy, pandas, scikit-learn, pytorch), SQL, R, Bloomberg Terminal, MATLAB, Latex
Language: Fluent in Korean and Chinese

RELEVANT RESEARCH

Harvard University, Cambridge, MA
Graduate Researcher, Data Science Capstone Project Fall 20XX

- Built NLP tool for detection of presence/absence of medical conditions in ~20M free-text medical reports deployed via LSTMs in Keras for Sentiment Analysis of Radiology Reports
- Achieved precision and recall levels of current industry standard of rule-based negations detections approaches.

RELEVANT DATA SCIENCE PROJECTS

Harvard University Cambridge, MA
Spotify Song Recommendation Project Fall 20XX

- Trained random forest model to impute missing genre labels in Spotify's song database (119,064 songs)
- Built recommendation system using cosine similarity to choose similar songs added to a given playlist

University of Notre Dame Notre Dame, IN
Undergraduate Researcher | Applications of Brownian Motion in Finance Summer 20XX - Spring 20XX

- Applied Markov chains and random walks in Black-Scholes formula and geometric Brownian motion in Finance
- Presented results to audience of 20 at annual mathematics meeting.

University of Notre Dame, Department of Mathematics Notre Dame, IN
Undergraduate Researcher | Analysis on NBA Real Plus-Minus for 20XX-20XX Regular Seasons Spring 20XX

- Applied multiple regression to examine relationship between players' performances and numerical variables.
- Built Python package implementing automatic differentiation.

LEADERSHIP EXPERIENCE

Harvard Square Homeless Shelter | Volunteer | Cambridge, MA April 20XX-present

- Serve food to 50+ homeless on a monthly basis. Prepare food, set up tables and greet attendees

Peking University Forum, American/Chinese Exchange at Notre Dame | Co-officer | Beijing, China 20XX-20XX

- Organized 20XX China Conference at Peking University, attended by 40 representatives from U.S. and China

RESUME #3: Hitomi is an alumna who sought a position in international business. You will notice she highlighted her research skills as well as her project management skills and experience working with diverse audiences.

HITOMI LEE

Cambridge, MA | Phone Number | xxxx@harvard.edu

EDUCATION

Harvard University MA, Regional Studies East Asia: Business and Economics Concentration <i>Awards: Harvard Foreign Language and Area Studies Scholarship recipient, Summer Research Grant</i> Thesis: The Failure of Regulatory Reform after the 20XX Beijing Stock Exchange Correction <i>Relevant coursework: Econometrics, Upper-Level M.S. Mandarin, Economic History of the Far East, Energy Business and Geopolitics</i>	Cambridge, MA Expected: May, 20XX
Smith College BA, East Asian Studies	Northampton, MA May 20XX

RELEVANT PROFESSIONAL EXPERIENCE

<i>The Corporate Executive Board</i> Senior Analyst - Managed over 20 projects across geographically dispersed team - Analyze business problems for clients at Fortune 500 companies using root cause analysis, hypothesis generation, and surveys. Conduct secondary research to supplement analyses - Conduct interviews with and present research findings to senior executives and industry experts - Create project deliverables including white papers, case studies, presentations, implementation tools, e-learning modules, and website pages - Supervise junior colleagues' projects and development	<i>Arlington, VA</i> Aug 20XX-present
<i>Harvard University, Department of Economics</i> Teaching Assistant - Led instruction for section of 30 students for the course: The Economics of Financial Markets 90% of students rated over 4.4/5.0 in course evaluations	<i>Cambridge, MA</i> Spring 20XX
<i>Maguire Associates</i> Research Assistant, Market Research Division - Implemented and analyzed customized surveys probing strategic pricing, messaging, and branding for a higher education consulting firm - Collected, processed, and analyzed data; performed secondary research to inform results - Prepared, data checked, and edited tables, reports, online surveys, and client presentations - Provided focus group coordination and management for over 10 projects	<i>Concord, MA</i> Oct 20XX-Apr 20XX
<i>Office of Institutional Research, Smith College</i> Research Assistant - Collaborated with senior research team to administer and interpret surveys - Assisted with data processing and coding/interpreting survey responses - Created, proofread, and edited reports and presentations for Senior Staff of the College	<i>Northampton, MA</i> Mar 20XX - May 20XX

SKILLS

Computer: SPSS, STATA, Microsoft Access
Language: Five years studying Mandarin

RESUME #4: Michelle is seeking a position as a quantitative analyst in an investment bank. As such, she elevates the skills section and then begins with her business experience and financial analysis skills. She also makes her research understandable to the layperson while emphasizing her analytical and communication skills. In addition, she is careful to highlight her student group involvement in the Leadership section.

MICHELLE THOMAS

Cambridge, MA • xxxx@fas.harvard.edu • Phone Number

EDUCATION

Harvard University

Master of Science in Computational Science and Engineering, GPA: 4.00/4.00

Cambridge, MA

Expected: May 20XX

Cornell University

Bachelor of Science in Mathematics (Distinction) and Economics

Ithaca, NY

May 20XX

Honors & Awards: (High Distinction) with Concentration in Financial Economics, Minor in Statistical Science, GPA: 3.90/4.00, Phi Beta Kappa, magna cum laude, Dean's List with Distinction & Dean's List

SKILLS

Language: Fluent in English and Korean, Reading knowledge in French

Computer: Python, Matlab, R, SAS, Stata, JMP, Java, Latex

RELEVANT FINANCE EXPERIENCE

XXXX Seoul Office | Summer Intern, Banking & Finance 1 Division | Seoul, Korea

June-July 20XX

- Collected articles on Woori bank and subsidiaries, presented research summary to team members and translated 200 pages of Samsung Fire Insurance Accounting Manual from Korean to English

Asset Management Co., Ltd. | Summer Intern, Fixed Income Strategy Team | Ithaca, NY

May-June 20XX

- Analyzed effects of macroeconomic news on global financial markets, designed tentative portfolios and assisted traders in executing market transactions

RELEVANT RESEARCH EXPERIENCE

Cornell University, Mathematics and Economics Department

Ithaca, NY

Financial Economics Researcher, Fellow PRUV (Program for Research for Undergraduates)

Jan 20XX-May 20XX

- Analyzed 13-years of minute-by-minute price data of 8 individual stocks and examined correlation between stocks and S&P 500 as proxy for overall market by developing method for measuring common jumps
- Delivered 20-min talk to math audience and published result in Journal of Economics, 20XX

Cornell University, Mathematics Department

Ithaca, NY

Research Assistant

Aug-Dec 20XX

- Investigated carbon assets trades in current carbon credit markets and applied Black-Scholes Pricing Model on carbon credit options

LEADERSHIP & ACADEMIC SERVICE

Cornell Math Union (CMU)

Ithaca, NY

Guest Lecture Coordinator (2018), Math Meet Proctor (20XX), Member (20XX)

Jan 20XX-May 20XX

- Organized 10 guest lectures and proctored high school students during annual Math Meet

Cornell University, Peer Tutoring Program

Ithaca, NY

Intermediate Microeconomics Tutor (Spring 20XX) and Intermediate Calculus Tutor (Fall 20XX)

Jan-Dec 20XX

Cornell University, Mathematics Department

Ithaca, NY

Intermediate Calculus Help Room Tutor (Spring 20XX), Grader

Jan 20XX-May 20XX

- Clarified calculus questions to students during 3-hour session held twice a week and graded weekly problem set