



Resume Guidelines



Formatting Tips:

Margins: Use 1/2" - 1" margins and keep document to one page.

Font: Choose one font for the entire document and avoid script fonts. Use easy-to-read fonts such as Arial, Times New Roman, Calibri, etc.

Font size: should be between 10pt-12pt.

Consistency: pay attention to all small formatting details, ex. boldface and italics.

Final Document: Submit PDF-version once final, with your name in the PDF title.



Header - Contact Information:

Name: large font, top of the page.

Mailing address: choose the address where you will spend your time if you get the internship.

Email address: @mit.edu preferred.

Phone Number: make sure your voicemail is set-up and professional.

LinkedIn Link: make sure your profile is ready before sharing.

Pronouns: If you feel comfortable, you may choose to add your pronouns.



Skills:

Technical Skills: programming languages, computing platforms, lab equipment, and or techniques, etc.

Language Skills: highlight additional languages you can speak, write, or read confidently.

Professional Skills: certifications, soft-skills mentioned in the job description, etc.



Information To Avoid:

MIT course codes: spell out your degree, major, and minor.

Acronyms: UROP, EECS, UPOP, etc.

Headshot: US-based companies do not expect headshots.

Over-formatting: multiple fonts, underlining, graphics or colors.

Personal Information: SSN, Visa or Immigration Status, Marital Status, Birthdate, Gender, Ethnicity, political leanings.

Questions?

UPOP is available for resume review, proof-reading and getting started: upopstudentprogram@mit.edu



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Education Section:

MIT: List MIT first- this stands out! Spell out, Massachusetts Institute of Technology and Bachelor of Science.

Graduation Year: Anticipated Graduation: May 2023.

Coursework: Consider a Relevant Coursework section to highlight specific experience not explicit in your Experience section.

GPA: Only include your GPA if it is strong (include scale if you list GPA).

High school: Only add high school information as a space-filler or if the internship is in the same geographic location of your high school.



Professional Experience Section:

Order: Organize experience in reverse chronological order by end date (most recent to least recent).

Dates: Spell out Month and Year right-justified.

Location: List location alongside company or position, and indicate if the experience was remote.

Content: UROPS, paid or unpaid work experiences, leadership positions, and other research experiences.

Format: Use bullets and PAR statements (Problem + Action + Result) and begin each bullet with a different, impactful action verb. Avoid the use of "I".

Quantify: When possible, quantify 'result' portion of your PAR statements.

UPOP Experience: Include MIT Undergraduate Practice Opportunities (UPOP) under Leadership or Activities sections.



Final Tips:

Proofread: spelling, grammar, dates.

Print: review in hardcopy to check formatting.

Stay organized: save a .doc and .pdf version for reference.

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