

Sample Resumes

PhD I Resume

EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA	Fall 20XX
<i>Candidate for PhD in Urban Political Economy and Governance</i>	
Dissertation: out of Control? Local Democracy Failure and Fiscal Control Boards	
Princeton University, Princeton, NJ	20XX
<i>B.S.E., Civil Engineering with Architecture, summa cum laude</i>	

EXPERIENCE

Community Innovators Lab, MIT, Cambridge, MA	2011-current
<i>Project Manager, "Innovation and Equity Transform America"; Research Assistant</i>	
• Authored federal taxation memo, coordinated authors, and wrote abstracts for memos to the Presidential Transition Team. • Drafted grant proposals and policy memos. Participated in designing a model for equitable and comprehensive green retrofits. Currently collaborating with local and national labor and community groups on implementation.	
Department of Urban Studies and Planning, MIT, Cambridge, MA	20XX-20XX
<i>Teaching Assistant</i>	
• Conducted seminars, graded essays, and contributed to curriculum design. Classes taught totaled over 200 students and comprised a doctoral research seminar, undergraduate policy course, and three masters planning courses. Conceived and taught graduate mini-seminar.	
Brookings Institution, Washington, DC	20XX-20XX
<i>Brookings Research Fellow</i>	
• Awarded first pre-doctoral fellowship for dissertation research granted by the Metropolitan Policy Program. • Created a dataset compiled from government sources on municipal finances and socioeconomic. Programmed rare-events regressions to measure the impact of fiscal control boards in small cities. Performed qualitative case studies on the control boards of Miami and Washington, DC through interviews with key actors, archival research, and evaluating financial reports. • Presented at two national academic conferences for Political Science (7,200 attendees) and Planning (1,000 attendees).	
P3 Planning Practice Project, MIT, Cambridge, MA	20XX-20XX
<i>Research Assistant</i>	
• Researched four medium-size cities and their innovative community planning organization. Profiled planners of small cities using national survey data. Created and maintained the project website.	
Urban Institute, Urban-Brookings Tax Policy Center, Washington, DC	20XX-20XX
<i>Research Associate II; Research Assistant</i>	
• Analyzed tax policy using statistical programs (SAS and Stata), with a focus on the distributional impact of national legislation, the interaction of tax policies and valuation of fringe benefits, and state code relevant to low-income residents. • Designed, launched, and maintained the Tax Policy Center website for press, policymakers, and researchers. Website received over 12,500 hits per day and was praised by Forbes, National Journal, and Business Week.	
New York City Nonprofits Project, New York, NY	20XX-20XX
<i>Research Assistant</i>	
• Developed a strategy to determine the economic impact of the non-profit sector on the city.	
Professor Julian Wolpert, Princeton University, Princeton, NJ	20XX
<i>Research Assistant</i>	
• Wrote a memo detailing the spillover effects of non-profits and value of non-profit tax exemption, focused on Philadelphia.	

FELLOWSHIPS AND AWARDS

National Science Foundation Graduate Research Fellow, 3 years (2009-2012); MIT Presidential Graduate Fellow and Department Fellowship, 3 years (2009-2012); civil and Environmental Engineering Book Award and David W. Carmichael Prize, Princeton (2006).

PROFESSIONAL AND PUBLIC SERVICE

Student representative, PhD Committee, Department of Urban Studies and Planning, MIT (2009-2011); Graduate Resident Tutor, MIT (2010-2011); High school tutor, Maya Angelou Public Charter School, Washington, DC (2010-2011); Tax preparer for low income households, Community Tax Aid (2008) and Lincoln Park Baptist Church (2008); Washington, DC.

PUBLICATIONS AND CONFERENCES

2 first author; 10 co-author; 2 conference presentations; 1 first author manuscript under review (refereed).