

Mengyu (Ben) Cheng

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Education

Grinnell College

Bachelor of Arts in Psychology

Grinnell, IA

Expected May 2021

- GPA: 3.45/4.00
- Selected Coursework: Introduction to Education; Introduction to Statistics; U.S. Public Policy

Teaching Experience

Intern

Noble Education Center

Woodland Hills, CA

May–August 2016 & 2017

- Tutored two children one-on-one daily for two summers
- Negotiated sensory-processing issues, language disorders, and learning disabilities
- Reported on progress to parents and supervising psychologist at end of each day

Volunteer

Friendship Circle

Livingston, NJ

August 2013–May 2016

- Facilitated development of social skills for one young child with special needs
- Created daily itinerary, based on Exceptional Lives curriculum, to stimulate physical and emotional development

Selected Leadership Experience

Member

Student Government Association Services Committee, Grinnell College

Grinnell, IA

January 2017–Present

- Promote awareness on campus of local community service opportunities
- Review, amend, and approve applications for service-related expenses
- Manage a budget of around \$18,000 to fund service opportunities for students

Elected Grade Representative

Community Service Committee, Kent Place School

Summit, NJ

August 2013–May 2017

- Organized weekly 5-student committee meetings for planning all-school service events

Additional Experience

Advocate

Grinnell Advocates, Grinnell College

Grinnell, IA

October 2017–Present

- Serve as a Domestic Violence/Sexual Assault advocate in Iowa (after completing 24 hours of training)
- Create and execute social media campaign to promote use of 24/7 crisis line staffed by Grinnell Advocates

Student Worker

Dining Services, Grinnell College

Grinnell, IA

August 2017–Present

- Prepare and serve high quality pasta dishes utilizing elements of the SafeServe training program
- Train and motivate new student employees on procedures and protocols

Student Researcher

Music Department, Grinnell College

Grinnell, IA

August–December 2017

- Explored materials and methods of classical music research and compositions by engaging in a student-run music performance titled “Classical Music in the Nineteenth Century”
- Collaborated with two peers to develop the event, design programs, and create advertising

Specialized Skills

Language: Mandarin (native); Spanish (conversational); Arabic (beginner)

- 1 Keep margins reasonable: 0.60" top and bottom; 0.75" left and right (minimums).
- 2 Ben has included his preferred name in parentheses.
- 3 Ben has chosen to include his campus address. He could choose his home address instead, especially if the opportunity he is applying to is within his hometown area.
- 4 Use a permanent email address (or your Grinnell address, if you check it frequently enough or have the messages forwarded).
- 5 If you have not yet declared your major, provide your intended major.
- 6 This material is right-justified for ease of reading.
- 7 Describe your anticipated graduation date as "expected;" provide month and year.
- 8 Ben is applying for an education policy internship that requires a quantitative background, so he has selectively included relevant non-psychology (his intended major) courses here. The guideline is that you may include related coursework if you are applying to positions that are not obvious based on your major (e.g., an art major applying for an internship in finance). List the names (not departments or course numbers) of any course taken that fit the position and enhance your application.
- 9 Including high school activities is fine if you are a first-or second-year student. By your third year, you should be filling your résumé with college-level activities and experiences.
- 10 Instead of generic section headings, tailor yours to your specific experiences or the qualifications outline in the job description. Be creative! Organize sections so that the most relevant activities appear closer to the top of your résumé.
- 11 Note consistent placement (and formatting) of information across entries: position, organization, location, and dates.
- 12 Each bullet point begins with a strong action verb; note appropriate tenses.
- 13 Include quantitative details in descriptions.
- 14 Include details about what you did both during and after activities are finished (that is, provide accomplishments: tasks completed, goals met or exceeded, accolades received).
- 15 Include relevant job shadowing, volunteer work, part-time jobs, involvement in student groups.
- 16 Organize entries in reverse chronological order (most recent or ongoing activities at the top) within each section.
- 17 Athletic, artistic, or campus involvement demonstrates well-roundedness; feel free to include if space permits.
- 18 Include language skills, computer skills, other specialized proficiencies or abilities relevant to the purpose of the résumé.