

We are excited that you are participating in Action Learning Projects, including Proseminar and Finance Lab (Fin-Lab). Both Proseminar and Fin-Lab projects are academic. For legal reasons, sponsors are extremely sensitive to anything that may incorrectly represent them as employers. If you misrepresent these academic experiences as professional work experiences on your recruiting materials and in job applications, it can result in a rescinded offer when uncovered during a background check. It can even impact work authorization approvals. Therefore, we created guidelines to help you accurately represent these experiences.

**You must adhere to these guidelines. It is your responsibility to make sure you understand how to accurately represent these experiences. If you have any questions or need clarification, contact your career advisor in the CDO.**

## Resume Guidelines:

- Action Learning Projects, including Fin-Lab and Proseminar, may go **under the Experience section** of your MIT Sloan Resume (as the Experience section on MIT Sloan resumes allows for both salaried and unpaid project experience).
- Write **"MIT SLOAN – SPONSOR COMPANY"** where you would write a company name.
- For Proseminar:
  - Write **"Joint Financial Proseminar in Capital Markets / Investment Banking / Asset Management"** (according to your project) for your role/ position. If you would like to further describe your role or project, you are allowed to write that after. For example, if the nature of your project work was hedge fund attribution, you could write **"Joint Financial Proseminar in Asset Management, Hedge Fund Attribution Analysis"**. You must include "Joint Finance Lab" first.
  - Write "Fall 2020" for the time period.
- For Fin-Lab:
  - Write **"Joint Finance Lab"** for your role / position. If you would like to further describe your role or project, you are allowed to write that after. For example, if the nature of your project work was quantitative research, you could write **"Joint Finance Lab, Quantitative Research"**. You must include "Joint Finance Lab" first.
  - Write "Winter 2021" for the time period.
- When constructing bullets to showcase your skills and contributions to these projects, please keep in mind that if you signed a non-disclosure agreement with an action learning sponsor, we ask that you be particularly sensitive when writing your project description.

## Examples:

### **MIT SLOAN – CREDIT SUISSE**

#### ***Joint Finance Lab***

- bullet
- bullet

Cambridge, MA

*Winter 2021*

### **MIT SLOAN – FIDELITY**

#### ***Joint Financial Proseminar in Asset Management***

- bullet
- bullet

Cambridge, MA

*Fall 2020*

Reference **Sample Resumes with Action Learning Projects** on Your CDO for additional guidance.

**Important Note about LinkedIn:** On your LinkedIn profile, Action Learning Projects must go under the Projects section and may not go under the Experience section (as the Experience section on LinkedIn is understood to be salaried work experience only). Be sure to carefully follow our guidelines on How to Represent Action Learning Projects on LinkedIn that can be found on the MFin page of Your CDO. It is critical that you represent these experiences accurately.