



COLUMBIA | SIPA

School of International and Public Affairs

### **Sample Quantitative/Language Résumés**

This document contains two sample résumés that are meant to provide some guidance on what information will be helpful for the Admissions Committee as we evaluate your application. This special quantitative/language résumé is meant to provide you with the opportunity to elaborate upon the skills you have developed related to quantitative methods and language learning.

Transcripts are useful, however in listing just the title of the course taken and the grade achieved, many details about what was studied and concepts that were learned are left out. Traditional résumés are also quite useful but often do not go into the level of detail on these topics that we hope to see. Some of the information included in this résumé may overlap with your standard/traditional résumé and this is perfectly acceptable. Our main goal is to emphasize how helpful information in these two areas is in the process of evaluating admission files.

The reason for this second résumé requirement is two/fold:

- 1) The core curriculum at SIPA requires the completion of rigorous quantitative courses and we want to make sure applicants provide as much information as possible about their quantitative aptitude, experience, and capabilities. This can include coursework in mathematics, statistics, economics, engineering, natural or computer science, etc. as well as the use of quantitative methods in a professional environment (paid, volunteer, or intern work is acceptable).
- 2) MIA students, and those MPA students that wish to study Economic and Political Development, must demonstrate proficiency in a second language prior to graduation. Therefore the Admissions Committee is interested in the details of your previous language study. And for those who speak English as a second language, this résumé provides an additional opportunity to address experience learning and using English.

The two résumés below (one in table format and the other outline format) are only sample résumés and are meant to act as a guide. You are free to use a format of your choosing and can include whatever information you feel is instructive, but we hope you will find these examples instructive.

## Résumé #1

### Quantitative Coursework and Experience – Sam Smith, MIA Applicant Fall 2010

Subject	Course	Details
Economics	Microeconomics: Completed at UCLA in 2002	<ul style="list-style-type: none"> <li>• Major concepts covered: allocative efficiency, productive efficiency, equity, price discrimination, public goods, elasticity, cost of production</li> <li>• Text book: Microeconomics (McConnell, Brue, Flynn)</li> <li>• Term paper 1: Competition and the Independent Coffee Shop's Struggle for Survival (Grade B+)</li> <li>• Term paper 2: Farm Subsidies and the American Farmer (Grade A -)</li> <li>• Main mathematic/quantitative concepts used/studied: Derivatives, product rule, quotient rule, chain rule, natural log functions, exponential functions, determinants.</li> </ul>
	Macroeconomics: In Progress at NYU fall 2009	<ul style="list-style-type: none"> <li>• Currently enrolled in Macroeconomics 202.</li> <li>• Text book: Macroeconomics (sixth edition) Gregory Mankiw</li> <li>• Subject matter in syllabus includes: Money and Inflation, Unemployment, Aggregate Demand, Inflation, Government Debt.</li> <li>• Will complete two term papers by end of semester and grade will be available in December 2010.</li> </ul>
Mathematics	Pre-calculus: Completed at UCLA in 2003	<ul style="list-style-type: none"> <li>• Completed Algebra I and II in high school and college placement test resulted in Pre-calculus placement.</li> <li>• Text book: Pre-calculus, Larson/Hostetler, Houghton-Mifflin (2001).</li> <li>• Concepts covered: Non-asymptotic functions, asymptotic functions, trigonometric functions (Quadratic functions, polynomial functions, exponential functions, radian and degree measure, graphing).</li> </ul>
Statistics	Applied Quantitative Research –(Social Stats): Continuing Education Course at USC	<ul style="list-style-type: none"> <li>• Standard descriptive statistics, sampling and probability, correlation, regression, analysis of variance (ANOVA), hypothesis testing.</li> <li>• SPSS used for coursework.</li> <li>• Term paper: Marriage – Attitudes Toward Marriage in California: Rocking the Vote. (Grade B).</li> </ul>

## Quantitative Professional Experience

Skill Set	Organization/ Title	Details
Data Analysis	NOLA Community Policy Office – Research Assistant 2007-2009	<ul style="list-style-type: none"> <li>Constructed multivariate regression models of data from various sources, including the New Orleans Department of Education and Medicaid records from Baton Rouge Human Resources Administration.</li> <li>Performed in-depth subgroup analyses of NOLA baseline data to better understand the sample and the potential effects of the treatment.</li> <li>Wrote and presented technical concepts, issues, and findings to non-technical audiences.</li> </ul>
Programming	Same as Above	<ul style="list-style-type: none"> <li>Intermediate programming ability is Base SAS and SAS/Stat</li> <li>Proficient in the SAS macro language and SQL procedure.</li> </ul>
Presentation Skills and Experience	Same as Above	<ul style="list-style-type: none"> <li>Submitted proposal to National Conference Committee on Education to present case studies of previous work</li> <li>Lead three sessions and presented to over 200 attendees</li> </ul>

## Foreign Language Learning and Experience – Sam Smith, MIA Applicant Fall 2010

Language	School/Experience	Details
Korean	Undergraduate experience	<ul style="list-style-type: none"> <li>Korean 1: UCLA 2002-2003 Academic Year (Grade B).</li> <li>Korean 2: UCLA 2003-2004 Academic Year (Grade A-).</li> </ul>
	Extracurricular College Experience	<ul style="list-style-type: none"> <li>Member of the UCLA Korean Cultural Club: attended several events throughout the year (2003-4004).</li> <li>Invited guest speakers from the local community to attend. Successfully booked Korean Ambassador for a formal presentation on relations with North Korea.</li> </ul>
	In-country experience, continuing education	<ul style="list-style-type: none"> <li>From 2005-2007 I took a position as an English language teacher in Seoul, South Korea.</li> <li>I completed intermediate level Korean language study at Seoul National University. <ul style="list-style-type: none"> <li>Intermediate Level 1: B</li> <li>Intermediate Level 2: B</li> </ul> </li> </ul>
	Ability/Proficiency	<ul style="list-style-type: none"> <li>Intermediate reading, writing, speaking, and listening ability.</li> <li>I was able to travel extensively throughout Korea on my own without an interpreter and was able to communicate exclusively in Korean.</li> <li>Since returning the United States I volunteer at a local Korean Community Center tutoring high school students and keep up on my Korean.</li> </ul>
Spanish	High School experience	<ul style="list-style-type: none"> <li>From my sophomore through my senior year in high school I completed Spanish 1 through Spanish 3.</li> </ul>
	Ability/Travel Experience	<ul style="list-style-type: none"> <li>I can converse on a basic level in Spanish but not having studied for several years my skills are a bit rusty.</li> <li>2001: I spent two weeks in Irapuato, Mexico volunteering with a local environmental organization.</li> </ul>

## **Résumé #2**

### **Quantitative Coursework – Sam Smith, MIA Applicant Fall 2010**

#### **Academic Subject - Economics**

Course: Microeconomics – Undergraduate Study, UCLA 2002

- Major concepts covered: allocative efficiency, productive efficiency, equity, price discrimination, public goods, elasticity, cost of production
- Text book: Microeconomics (McConnell, Brue, Flynn)
- Term paper 1: Competition and the Independent Coffee Shop's Struggle for Survival (Grade B+)
- Term paper 2: Farm Subsidies and the American Farmer (Grade A -)
- Main mathematic/quantitative concepts used/studied: Derivatives, product rule, quotient rule, chain rule, natural log functions, exponential functions, determinants.

Course: Macroeconomics – *In Progress, NYU Fall 2010*

- Currently enrolled in Macroeconomics 202.
- Text book: Macroeconomics (sixth edition) Gregory Mankiw
- Subject matter in syllabus includes: Money and Inflation, Unemployment, Aggregate Demand, Inflation, Government Debt.
- Will complete two term papers by end of semester and grade will be available in December 2010.

#### **Academic Subject - Mathematics**

Course: Pre-calculus – Undergraduate Study, UCLA 2003

- Completed Algebra I and II in high school and college placement test resulted in Pre-calculus placement.
- Text book: Pre-calculus, Larson/Hostetler, Houghton-Mifflin (2001).
- Concepts covered: Non-asymptotic functions, asymptotic functions, trigonometric functions (Quadratic functions, polynomial functions, exponential functions, radian and degree measure, graphing).

#### **Academic Subject – Statistics**

Course: Applied Quantitative Research – (Social Stats) – Continuing Education, USC 2005

- Standard descriptive statistics, sampling and probability, correlation, regression, analysis of variance (ANOVA), hypothesis testing.
- SPSS used for coursework.
- Term paper: Marriage – Attitudes Toward Marriage in California: Rocking the Vote. (Grade B).

## Quantitative Professional Experience

### **Skill Set – Data Analysis**

Employer: NOLA Community Policy Office – Research Assistant (2007-2009)

- Constructed multivariate regression models of data from various sources, including the New Orleans Department of Education and Medicaid records from Baton Rouge Human Resources Administration.
- Performed in-depth subgroup analyses of NOLA baseline data to better understand the sample and the potential effects of the treatment.
- Wrote and presented technical concepts, issues, and findings to non-technical audiences.

### **Skill Set – Programming**

Employer: NOLA Community Policy Office – Research Assistant (2007-2009)

- Intermediate programming ability in Base SAS and SAS/Stat
- Proficient in the SAS macro language and SQL procedure.

### **Skill Set – Presentation Skills and Experience**

Employer: NOLA Community Policy Office – Research Assistant (2007-2009)

- Submitted proposal to National Conference Committee on Education to present case studies of previous work
- Lead three sessions and presented to over 200 attendees

## Foreign Language Learning and Experience

### **Language – Korean**

Undergraduate Coursework: University of California at Los Angeles (UCLA)

- Korean 1: 2002-2003 Academic Year (Grade B).
- Korean 2: 2003-2004 Academic Year (Grade A-).

Extracurricular Undergraduate Experience

- Member of the UCLA Korean Cultural Club: attended several events throughout the year (2003-2004).
- Invited guest speakers from the local community to attend. Successfully booked Korean Ambassador for a formal presentation on relations with North Korea.

### In-country experience, Continuing Education

- From 2005-2007 I took a position as an English language teacher in Seoul, South Korea.
- I completed intermediate level Korean language study at Seoul National University.
  - Intermediate Level 1: B
  - Intermediate Level 2: B

### Ability/Proficiency

- Intermediate reading, writing, speaking, and listening ability.
- I was able to travel extensively throughout Korea on my own without an interpreter and was able to communicate exclusively in Korean.
- Since returning the United States I volunteer at a local Korean Community Center tutoring high school students and keep up on my Korean.

### Language – Spanish

High School Coursework: George Washington High School – Portland, Oregon

- From my sophomore through my senior year in high school I completed Spanish 1 through Spanish 3

### Ability/Travel Experience

- I can converse on a basic level in Spanish but not having studied for several years my skills are a bit rusty.
- 2001: I spent two weeks in Irapuato, Mexico volunteering with a local environmental organization.