



COLUMBIA | SIPA

School of International and Public Affairs

Sample Quantitative/Language Résumé

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. The second résumé requirement provides the committee with additional information on your quantitative and language knowledge and proficiency.

This document contains a sample résumé that is 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 should elaborate upon the skills you have developed related to quantitative methods and language learning.

It is acceptable if some of the information included in this résumé overlaps with your standard/traditional résumé.

- 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 **academic** 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 (EPD), must demonstrate proficiency in a second language prior to graduation. Therefore the Admissions Committee is interested in the details of your previous language study. For those who speak English as a second language, this résumé provides an additional opportunity to address experience learning and using English.
- 3) Please note that within the Quantitative Coursework sample, the Details column sometimes includes specific textbook titles and/or term paper titles. Please include these if possible. However, if you are unable to find this information, please do your best to provide the Admissions Office with a clear understanding of the concepts covered through your coursework.

The résumé below is only sample and is meant to act as a guide. You are free to use a different format and include information you feel is appropriate.

Quantitative Coursework – Selena Meyer, MIA, Fall 2016

Subject	Course University	Grade	Details
Mathematics	Calculus I: Columbia University- Fall 2010.	A-	<ul style="list-style-type: none"> • Textbook: <i>Calculus: Early Transcendentals</i>, James Stewart. • Major concepts covered: functions, logarithms, limits, derivatives and rates of change, product and quotient rules, the chain rule, differentiation, optimization, l’hospital’s rule, the mean value theorem, antiderivatives, integrals and the fundamental theorem of calculus.
	Linear Algebra: Columbia University- Spring 2010	A	<ul style="list-style-type: none"> • Textbook: <i>Linear Algebra with Applications</i>, Otto Brescher. • Major concepts covered: Linear systems, matrix algebra, linear transformations, orthogonality, Fourier analysis, data fitting, inner product spaces, diagonalization, Jordan normal form.
Statistics	Intro to Statistics: Columbia University- Fall 2009	A+	<ul style="list-style-type: none"> • Textbook: <i>Statistics</i>, David Freeman. • Major concepts covered: Topics include design of experiments, descriptive statistics, correlation and regression, probability, chance variability, sampling, chance models, and tests of significance.
Microeconomics	Intermediate Microeconomics: Columbia University-Fall 2010	B+	<ul style="list-style-type: none"> • Major concepts covered: How a market economy determines the relative prices of goods, factors of production, and the allocation of resources and the circumstances under which it does it efficiently. Why such an economy has fluctuations and how they may be controlled.
Macroeconomics	Intermediate Macroeconomics : Columbia University-Spring 2010	A	<ul style="list-style-type: none"> • Major concepts covered: This course covers the determination of output, employment, inflation and interest rates. Topics include economic growth, business cycles, monetary and fiscal policy, consumption and savings and national income accounting.

Quantitative Professional Experience – Selena Meyer, MIA, Fall 2016

Skill Set	Organization/ Job Title	Details
Financial Analysis	Bulge Bracket Investment Bank – Investment Banking Analyst (2013-Present)	<ul style="list-style-type: none"> • Perform valuation analyses using various methodologies including discounted cash flow, leveraged buyout, trading comparables and transaction comparables • Build detailed financial models to evaluate performance under various operating scenarios and to analyze the impacts of different capital structures and potential M&A transactions
Pattern Analysis	Same as Above	<ul style="list-style-type: none"> • Aggregated large disparate data sets, and subsequently performed advanced statistical analyses • Compared data from the same sample set from two different time intervals to determine patterns and trends over time
Presentation Experience	Same as Above	<ul style="list-style-type: none"> • Created and presented infographic display of statistical analysis • Prepare presentation materials for use in client meetings, covering topics such as strategic alternatives, capital markets activity and general corporate finance
Data Analysis	WHO – Intern Summer 2010	<ul style="list-style-type: none"> • Analyzed health/malaria data and wrote policy recommendations • Performed benchmark analysis and impact evaluations • Designed survey questionnaire, conducted survey and analyzed survey data

Foreign Language Experience – Selena Meyer, MIA, Fall 2016

Language	School/Experience	Details
Persian	Undergraduate experience	<ul style="list-style-type: none"> • Elementary Persian I and II: Columbia 2009/2010(Grade A). • Intermediate Persian I and II: Columbia 2010/2011 (Grade A). • Advanced Persian I and II: Columbia 2011/2012 (Grade A).
	Extracurricular College Experience	<ul style="list-style-type: none"> • Member of CISA (Columbia Iranian Students Association) • Invited Persian textbook author, Wheeler Thaxton to speak at a class function.
	Ability/Proficiency	<ul style="list-style-type: none"> • Advanced reading and writing ability and intermediate speaking, and listening ability • Periodically watch Iranian media on television and YouTube, as well as read BBC Farsi and translate articles to keep up with my Persian.
French	Self-Study/ Travel Experience/Ability	<ul style="list-style-type: none"> • Through my interest in French, I began to listen to French radio broadcasts, watched French films, and was paired with a French conversation buddy through a francophone organization in my city. • I traveled to Arles, France for a 4-week intensive language program in 2008. • I can converse on a basic level in French but not having studied for several years my skills are a bit rusty.