Tips for Writing Your Quantitative Resume

Fall 2024 MPP and MPP/Concurrent program applicants are required to submit official GRE scores **OR** a Quantitative Resume. The Quantitative Resume is the GRE alternative and must be submitted if you do not submit official GRE scores. Please submit **ONE** out of the two options to complete this requirement. No preference will be given to either.

The Quantitative Resume is not the same as a traditional resume. There may be some overlap, but they should not be identical documents. The purpose of the Quantitative Resume is to highlight your quantitative skills and experience in an academic and/or professional setting.

It is appropriate to include the following details as they apply to your relevant background:

- **Academic Experience** (taken as part of your undergraduate degree) - mathematics, statistics, calculus, microeconomics, information technology, data science, physical or social science methodology, engineering, accounting, and finance courses
  Note: we will also accept college-level coursework completed after undergraduate studies from a community or 4-year college or an online institution

- **Professional Experience** – substantive work completed in a professional, internship, co-curricular, or volunteer setting, including a brief summary of any analytical skills acquired or mastered (e.g. use of Excel, STATA, R, or any other programming languages/data analysis software, etc.)

You may list **up to FIVE (5)** courses and/or professional experience descriptions.

Required information for quantitative coursework:

For each course, please include (1) the course name (2) the school where the course was taken (3) semester/quarter and year the course was completed (4) grade received, and (5) a short course description or summary of major concepts covered.

Required information for quantitative work experience:

Description of experience using quantitative methods in an academic and/or professional environment (paid, volunteer, or internship). This may include regular work tasks and/or substantive projects completed. Please address any analytical skills acquired (e.g. use of data analysis software, data visualization tools, etc.)

Please present your information in a straightforward, succinct, and easy-to-read format.

*Failure to adhere to these guidelines will cause your application to be incomplete. *

GSPP Quantitative Resume Sample

Shelby Faulkner, MPP Applicant – Quantitative Resume

Courses and Experience	Description
Institute of Educational Sciences San Francisco, CA Research Analyst October 2019 - Present	Helped design several research projects to understand educational disparities amongst immigrant populations in the County of San Francisco • Data cleaning, using STATA and Excel • Database management, cross-checking statistical analysis of administrative and survey data • Design surveys using SurveyCTO and Qualtrics
Policy Analysis and Program Evaluation for Education University of California, Los Angeles Grade: A Spring 2017	Course Description: overview of education policy analysis with an emphasis on econometric strategies for measuring program impacts Topics covered will include discussing the political context for policy research, methodology for social experiments, alternative strategies for making causal inferences and cost-benefit analysis
Behavioral Science Statistics University of California, Los Angeles Grade: A Fall 2017	Course Description: this course is an introductory study of statistics for the behavioral sciences. Emphasis is placed on acquainting students with the concepts underlying statistical methods and research approaches, basic statistical analyses, and principles. Topics include data collection, descriptive and inferential statistics, sampling distributions, measures of central tendency, dispersion, relative standing and relationship, probability, prediction, hypothesis evaluation, and test for treatment effects
Introduction to Microeconomics University of California, Los Angeles Grade: A- Spring 2015	Course Description: ECON-01 is an introductory course in microeconomic theories including maximization, benefit versus cost, rational choice, the analysis of demand and supply, the role of price in free markets, consumer behavior, market structure, production cost, competitive business models, and resource programs the nature of production, distribution, market outcomes, and the role of government in the market
Calculus I **University of California, Los Angeles** Grade: B+ Fall 2015	Course Description: Included an introduction to the differential and integral calculus of elementary (algebraic, trigonometric, exponential and logarithmic) functions of a single real variable, the Fundamental Theorem of Calculus, and various applications. The central role of the limit concept is stressed throughout. Daily problem sets, weekly quizzes, and final writing project required.