

## Harvard Kennedy School MPP Admission Application – Supplemental Résumé Information

MPP applicants are required to upload two résumé documents as part of the application process. The first résumé should focus on academic, professional and personal development. The second résumé should focus on study and experience with analytic and/or quantitative material. The recommended length for each résumé is two to four pages. Instructions from the application are listed below, along with two sample analytical/quantitative résumés. Samples for the academic, professional, and personal development résumé are not provided. Additional insight on résumé submission can be found on our Admissions Blog (click the [résumé tag](#)).

### Instructions - Academic, Professional and Personal Development Résumé

The Admissions Committee is interested in your academic, professional and personal development. Please provide a chronological résumé that highlights the following information: employment, including titles and dates (months/years) of employment for each position, job responsibilities, salary, any gaps in employment history; academic degrees, achievements and honors; volunteer, public service and political work, recent leadership experiences; extracurricular activities and interests.

### Instructions - Analytical/Quantitative Résumé

The MPP program equips students with the skills needed to analyze and solve complex problems. When reviewing applications, the Admissions Committee looks for – among other things – evidence of analytical and quantitative capability and potential. Aptitude in these areas can be demonstrated through coursework and/or professional, volunteer, and internship experiences.

Please submit a résumé that summarizes relevant study and experience with analytic or quantitative material. Relevant coursework typically includes mathematics, statistics, economics, logic, science, information technology, and engineering. When listing coursework, please include main concepts studied and major assignments completed. (The website of your college or university is often a good way for you to obtain this information. Descriptions copied from the course catalog are helpful.)

If you choose to describe major projects completed in a professional, volunteer, or internship setting, please include details on the analytical or quantitative nature of the work performed. We recognize that there will probably be some overlap between the content of your academic/professional résumé and that of your analytical/quantitative résumé.

There is no set format for the analytical/quantitative résumé. Feel free to use the samples provided as guides, but ultimately you should structure this information as you see fit.

**SAMPLE 1: Josiah Bartlett** – MPP Applicant (ID#111111111) – Analytic/Quantitative Résumé

Coursework/Projects	Details
<p>Original course completed in 2009.</p> <p>University of Michigan Econ 101</p> <p>Grade Earned: B</p>	<p>Catalog description: Examines the microeconomics of capitalism — the behavior of households and businesses, the generation of prices and outputs in markets, and applications to public policy. Specific topics in ECON 101 include: supply and demand; the differences between competition and monopoly; environmental problems and policies; labor markets; and international trade. ECON 101 is the first part of the two-term introduction to economics — the second part (ECON 102, for which ECON 101 is a prerequisite) examines macroeconomics.</p> <p>Prerequisites for ECON 101: high school algebra and geometry and a willingness to use them. The course format consists of 3 lectures and 1 discussion section per week.</p> <p><b>Textbooks:</b> <i>Prin of Micro</i> 5th ed. Taylor <i>Econ of Public Issues</i> 14th ed. Miller</p> <p><b>Term Paper topic:</b> E-Cigarettes and Taxes - Possible impact of taxes on consumer behavior</p>
<p>Original course completed in 2010.</p> <p>University of Michigan Econ 102</p> <p>Grade Earned: A</p>	<p>Catalog description: In ECON 102, the fundamental concepts and theories of macroeconomics are developed and used to analyze problems of current interest. Major topics include the determinants of aggregate output, employment and unemployment, inflation, the balance of international trade, and economic growth. The course format consists of three hours of lecture per week (Section 100) by the professor and a one and a half hour section meeting (Sections 101-109) led each week by a graduate student instructor. The section meetings are limited to 35 students.</p> <p><b>Advisory Prerequisite:</b> ECON 101</p> <p>Term Paper topic: Kyoto Revisited – How would things look had the U.S. signed on?</p>
<p>Original course completed in 2009.</p> <p>University of Michigan Soc 310 – Introduction to Research Methods</p> <p>Grade Earned: B</p>	<p><b>Objective:</b> This course teaches the basic research methods used by social scientists: observation, survey, experimentation, and statistics. It demonstrates the logic (as well as the “illogic”) of reasoning in social science. Substantial emphasis of the course will be placed on writing research papers. Your research projects will be based either on existing data that are available on the internet or on new data that you will collect yourselves. No late work is to be accepted except under extreme circumstances. There will be no incompletes.</p> <p><b>Course Requirements:</b></p> <p>From the second class onward, a certain amount of reading is required for each class. Please complete the assigned reading before each class (“soft” requirement). Lectures will be given with the assumption that you have read the required readings and therefore will not go over basic materials that are adequately covered by the assigned readings. Valuable class time is reserved for critical analysis, synthesis, and discussion. “Hard” course requirements consist of four parts: exercises, exams, group discussions, and a research paper. You are required to use a Qwizdom clicker in all classes.</p> <p><a href="http://personal.psc.isr.umich.edu/yuxie-web/soc310-2008w/syllabus.pdf">http://personal.psc.isr.umich.edu/yuxie-web/soc310-2008w/syllabus.pdf</a></p>
<p>Website Programming/Web Tools</p>	<p>Part of leadership team that founded the club, Green Wolverines Coalition. Founded to foster cohesion among environmentally-focused student groups, develop strategies for impacting campus sustainability, and to create a unified student voice on green issues. Created website using Wordpress Software, integrated social network tracking/promotion functionality, incorporated Google calendar for meetings/events, utilized Google Drive to conduct surveys, maintain RSVP lists for events, develop strategy, etc.</p>
<p>Research Assistant for Professor Leo McGary – Public Health Dept.</p>	<ul style="list-style-type: none"> <li>• Collect and clean confidential Vital Statistics data from the New Hampshire Center for Health Statistics.</li> <li>• Write and execute Stata programs to merge datasets; develop a data matching algorithm to link individuals using family characteristics; use ArcGIS geographical tools to map locations relative to pollutant sources.</li> <li>• Completed human subjects training, and maintained confidential data.</li> </ul>

## **SAMPLE 2: Josiah Bartlett** – MPP Applicant (ID#111111111) – Analytic/Quantitative Résumé

### **Coursework**

#### **University of Michigan Econ 101 (2009). Grade Earned: B**

Description from course catalog: Examines the microeconomics of capitalism — the behavior of households and businesses, the generation of prices and outputs in markets, and applications to public policy. Specific topics in ECON 101 include: supply and demand; the differences between competition and monopoly; environmental problems and policies; labor markets; and international trade. ECON 101 is the first part of the two-term introduction to economics — the second part (ECON 102, for which ECON 101 is a prerequisite) examines macroeconomics.

Prerequisites for ECON 101: high school algebra and geometry and a willingness to use them. The course format consists of 3 lectures and 1 discussion section per week.

**Textbooks:** *Prin of Micro* 5th ed. Taylor *Econ of Public Issues* 14th ed. Miller

**Term Paper topic:** E-Cigarettes and Taxes - Possible impact of taxes on consumer behavior

#### **University of Michigan Econ 102 (2010). Grade Earned: A**

Description from course catalog: In ECON 102, the fundamental concepts and theories of macroeconomics are developed and used to analyze problems of current interest. Major topics include the determinants of aggregate output, employment and unemployment, inflation, the balance of international trade, and economic growth. The course format consists of three hours of lecture per week (Section 100) by the professor and a one and a half hour section meeting (Sections 101-109) led each week by a graduate student instructor. The section meetings are limited to 35 students.

**Advisory Prerequisite:** ECON 101

Term Paper topic: Kyoto Revisited – How would things look had the U.S. signed on?

#### **University of Michigan Soc 310 – Intro to Research Methods (2009). Grade Earned: B**

Description from course catalog: This course teaches the basic research methods used by social scientists: observation, survey, experimentation, and statistics. It demonstrates the logic (as well as the “illogic”) of reasoning in social science. Substantial emphasis of the course will be placed on writing research papers. Your research projects will be based either on existing data that are available on the internet or on new data that you will collect yourselves. No late work is to be accepted except under extreme circumstances. There will be no incompletes.

**Course Requirements:** From the second class onward, a certain amount of reading is required for each class. Please complete the assigned reading before each class (“soft” requirement). Lectures will be given with the assumption that you have read the required readings and therefore will not go over basic materials that are adequately covered by the assigned readings. Valuable class time is reserved for critical analysis, synthesis, and discussion. “Hard” course requirements consist of four parts: exercises, exams, group discussions, and a research paper. You are required to use a Qwizdom clicker in all classes.

<http://personal.psc.isr.umich.edu/yuxie-web/soc310-2008w/syllabus.pdf>

## **SAMPLE 2: Josiah Bartlett – MPP Applicant (ID#111111111) – Analytic/Quantitative Résumé**

### **Website Programming/Web Tools**

Part of leadership team that founded the club, Green Wolverines Coalition. Founded to foster cohesion among environmentally-focused student groups, develop strategies for impacting campus sustainability, and to create a unified student voice on green issues. Created website using Wordpress Software, integrated social network tracking/promotion functionality, incorporated Google calendar for meetings/events, utilized Google Drive to conduct surveys, maintain RSVP lists for events, develop strategy, etc.

### **Research Assistant for Professor Leo McGary – Public Health Department**

- Collect and clean confidential Vital Statistics data from the New Hampshire Center for Health Statistics.
- Write and execute Stata programs to merge datasets; develop a data matching algorithm to link individuals using family characteristics; use ArcGIS geographical tools to map locations relative to pollutant sources.
- Completed human subjects training, and maintained confidential data.