To Whom It May Concern:

I am interested in applying for the 2015 Finance Summer Internship, to which I had previously applied as an undergraduate. Currently, I am a first year graduate student studying in the School of Public and Environmental Affairs (SPEA) at Indiana University, pursuing a Master of Public Affairs degree with concentrations in Public Financial Administration and Policy Analysis. I have studied and been exposed to the economics and processes of government finance for the past three years, and I am very eager to begin a career in the field.

As a candidate of SPEA’s Accelerated Masters Program, I am especially prepared to add value to Umbaugh. I have been able to complete my undergraduate education over the course of three years, including two honors programs, minors in Mathematics and Spanish, and a GPA of 3.89. I do not doubt that I will continue to be high-performing in my career.

Beyond academia, I have experience in tax policy analysis and budget preparation, accounting, and reporting from my summer internships at the Tax Foundation and the City of Lafayette Controller’s Office. This summer, I conducted numerous economic analyses of state and federal taxes within the context of principled tax policy, which are detailed on my resume. The staff also allowed interns to post blogs to the Foundation’s website, and a blog I wrote about Nebraska business tax incentives was cited in *Tax Analysts*.

Over the previous summer, I was exposed to much of the local budget process at the Lafayette Controller’s Office, including the Controller’s methods of revenue and expenditure forecasting, budget meetings with department heads, and a prolonged audit by the State Board of Accounts. The Controller, Mike Jones, allowed me a significant amount of independence while issuing challenging assignments and projects, including using advanced Excel functions to create a comprehensive performance budget report, preparing the budget request presentation to City Council, and assisting in formulating a pro forma Parking Enforcement Department budget. Through this experience, I became accustomed to the technical and political aspects of city government finance, as well as the software, spreadsheets, and documents used in the reporting and management of its financial information.

My academic and internship experience position me very well to begin a career with Umbaugh, and I hope I will have the opportunity to add value to your firm and your clients. Thank you for your consideration, and I look forward to hearing from you again.

Sincerely,

Jordan Yahiro

**JORDAN YAHIRO**

629 South Woodlawn Ave. –– Bloomington, IN 47401 –— 765-464-4470 –– jyahiro@indiana.edu

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**EDUCATION**

INDIANA UNIVERSITY BLOOMINGTON

School of Public and Environmental Affairs

Master of Public Affairs May 2016

Concentrations: Public Financial Administration, Policy Analysis

Bachelor of Science in Public Affairs May 2015

Major: Policy Analysis; Minor: Mathematics; Minor: Spanish G.P.A. 3.89/4.0

**WORK EXPERIENCE**

**Indiana University** Bloomington, IN

*GRADUATE TEACHING ASSISTANT* August 2014 – Present

* Tutoring students during semiweekly office hours to improve performance

on coursework and exams

* Grading 5 government accounting assignment sets for 52 students
* Lecturing 2 classes on the topic of basic government financial statements

**Tax Foundation**  Washington, DC

*POLICY INTERN* June 2014 – July 2014

* Wrote weekly blogs about current tax policy issues which were posted to the

Foundation’s website

* Developed economic models to estimate net state alcohol & cigarette excise

tax burdens to be used in the Annual State-Local Tax Burden Ranking

* Calculated effective state unemployment insurance tax rates on mean wage

earners by state for a tax burden report

* Compiled and visualized macroeconomic data for use in the *Putting a Face*

*on America’s Tax Returns* publication

**Monroe County Community School Corporation** Bloomington, IN

*SUBSTITUTE PARAEDUCATOR*  August 2013 – May 2014

* Implemented individualized mathematics, reading, and written and verbal

communication lesson plans using technology specialized for multi-

categorical special education

* Disciplined 7 special needs elementary-level students to maintain an

environment conducive to learning

**City of Lafayette** Lafayette, IN

*BUDGET INTERN* May 2013 – August 2013

* Prepared the budget office’s FY 2014 budget request presentation to City

Council

* Designed comprehensive, user-friendly public budget reports
* Prepared a pro forma budget for a future parking enforcement department

and performed cost-benefit analysis

**SKILLS**

Spreadsheet modeling and optimization, mathematical modeling, regression analysis, Stata, SAS, New World Systems local government software, Bloomberg certified (Fixed Income), Conversational in Spanish