



METIS

Crafting your Final Resume Draft

What Matters Most

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Setting Expectations



Everyone will have an opinion about **your** resume based on **their** personal style and preference. Because of that, many people become confused and are in a constant state of revision.

Careers is here to share best practices and to confirm that, indeed, you will not be able to please everyone, but if you follow these recommendations you will create a winning resume that will catch the attention of hiring professionals.



1

Your resume is a living document

Don't think of this as your only time to get your resume right – that's a lot of pressure, but most importantly, you should expect to make small edits when applying to positions to customize according to the company's needs.

This can include: rearranging the order of skills, bolding certain keywords, or adding back information that you removed that is specific to the job you're applying to or domain.



2

Highlight your new skills while honoring your past experience

A big source of angst for students when revising their resume is what to include, especially if it does not relate to data analytics, data science, or data engineering.

The truth is, your experience is your experience. We would never recommend leaving off significant work history in order to make it seem like a “data” resume. First, you would probably create gaps – and that’s not good. But more importantly, past experience, whether related or not, can highlight the following to an employer: hireability, leadership, a track record for achieving outcomes, and vertical mobility.



3

Edit, Organize, and Categorize

The Careers team is here to help you whip your resume into shape!

We need students, *who know and understand their own experience*, to edit the information as the Careers team wants to ensure that the important transferable content remains in tact. Once you've done that – Careers will help you organize and categorize your work.



4

Keep Your Resume to One Page

We know, this may be hard for some, but there are really good reasons to keep it to one page.

The average recruiter spends 7.5 seconds scanning a resume.

Most times, the experience included on the second page will not be relevant to the role that you're applying to. Also, there are other ways to retain earlier employment history without including lengthy job descriptions (*you can include it in your LinkedIn profile*).



5

Select the right font

Most resumes are viewed on a screen so using a sans serif font is easier on the eyes. Fonts like Times New Roman or Garamond look better when printed.

A few examples of some sans serif fonts are: Calibri, Helvetica, Arial, Roboto.



6

Create a plain Word version

In a sea of resumes, it's helpful to select a modern format that has a clean, organized, and streamlined layout. Some ATS systems may have trouble parsing certain resumes, so to ensure your resume can parse correctly, it's useful to have a plain word version of your resume to upload when applying directly to a company website. You can use the modern, "jazzed up" version to upload on recruiting sites, on your personal blog, or when sent to someone directly.

Resume Components

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Include



Contact	Phone number, email, city, state and zip code
Online Presence	LinkedIn, GitHub, blog, personal website
Experience	Include Metis under this header along with 10 - 12 years of employment experience
Projects	Metis projects and any other data related projects
Skills	Programming, statistical techniques, analytical tools, machine learning skills, and domain knowledge

Optional



Summary	Can be used to highlight specific qualities or tell a brief story of how you are leveraging your past experience with your new or expanded analytical toolkit
Publiciations	If you have enough room or it will be related to the types of role you will pursue, then include, however, publications should not take space away from your experience or project descriptions
Volunteer Experience	Nice to have, but if you don't have enough space, you can leave it off
Hobbies	Can include if you have the space; be sure to include only appropriate hobbies

Do Not Include



Objective	The wording “objective” is dated. This is replaced by summary
Rankings	At the screening stage, you may not want to provide more information than is asked for. More important, each company may have a different scale for expertise
References	It’s only appropriate to share this information at the offer stage
Photo	In the US, this is not an adopted practice, but please include a picture on LinkedIn

Let's Talk Project Descriptions + How to Position Past Experience

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Project Description: Initial Submission



PROJECTS

Covid Risk Assessment

Created an application for visualizing Covid-related risk for various group sizes in a particular county.

Toxic Comments

Trained models to classify different types of toxic speech in wikipedia comments. Used topic modeling to unveil and resolve bias against LGBTQ terms in the data.

Predicting Housing Prices

Scraped information on 2600 properties pertaining to the greater Chicago area from Zillow. Used multiple regression models to predict housing prices based on 22 property features.

Project Description 1: Review



Looking at the first example, *COVID Risk Assessment*, the student submitted a brief project overview including the purpose of the project – to visualize COVID related risk for various group sizes – but what else do we know?

If you can't think of anything else, you're right. A recruiter or hiring manager won't have much to go off from so adding more detail, including: data sourced, tools used, technique and or outcome of the project will provide a clearer account for the work you completed.

Let's give it another try.

Project Description 1: Final Copy



Covid Risk Assessment (Web Application)

Analyses Performed:

- Leverages New York Times COVID data for daily number of confirmed cases, as well as BLS data for 2020 population estimates, to assess risks relative to different group/gathering sizes on the county level.
- Establishes risk as the probability that at least one person in a group of a particular size is infected with covid based on the number active COVID cases in a county, an estimation bias term to account for underreporting, and the population size for that county.

Outcomes:

- A live interactive dashboard where users can select any given US county and receive daily estimates of COVID-related risks associated with different group sizes for that location, as well as live reports on the daily change of COVID cases in that county.
- Continues to leverage meaningful insights for organizations and companies to help them actualize data driven decisions about maximum capacity requirements for their offices, store locations, and public venues during COVID.

Project Description 1: Review



Much better, wouldn't you agree? Let's look at how the other descriptions were revised.

Project Description 1: First Draft



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Project Description 2: First Draft



Toxic Comments (NLP, Classification)

Analyses Performed:

- Examined data gathered from Wikipedia comments as part of a Kaggle competition to identify different forms of toxic speech, such as insults, obscenity, and identity based hate speech.
- Used topic modeling techniques such as non-negative matrix factorization as well as Latent Dirichlet Allocation to engineer additional features for classifiers.
- Trained naive Bayesian classifiers to identify and predict different forms of toxic speech and examined model coefficients to identify bias towards LGBTQ terms in the training data.

Outcomes:

- Created classifiers to identify and flag different forms of hate speech in online forums with an f1-score of .65 and 95% accuracy on unseen data.
- Provided insights on how legitimate and non-offense terms specific to marginalized communities occur frequently in the context of hate speech.
- Developed strategies to counteract these biases in the data to prevent models from flagging or censoring legitimate posts by members of these communities.

Project Description 1: First Draft



PROJECTS

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Toxic Comments

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Predicting Housing Prices

Scraped information on 2600 properties pertaining to the greater Chicago area from Zillow. Used multiple regression models to predict housing prices based on 22 property features.



Project Description: Final Copy

Predicting Housing Prices (Regression, Web Scraping)

Analyses Performed:

- Collected information on properties from Zillow pertaining to the greater Chicago area by leveraging BeautifulSoup to collect and parse data based on specific search queries.
- Analyzed 22 unique property features for 2600 properties.
- Engineered additional geospatial features to improve model performance.

Outcomes:

- Reusable python script for efficiently gathering large amounts of housing data from the Zillow page that can easily work around numerous web page limitations.
- Multiple models which help determine the fair market value of a home.
- Best performing model correctly estimates the fair market value of a home within a $\pm 35,000$ dollar margin.

Project Description 1: Review



We **strongly** suggest taking a look at the other resume samples in the Careers folder for inspiration.



Now you're Ready to Start

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- Use [Creddle](#) or one of the MS Word resume templates provided. The easiest way for the Careers team to edit and help finalize the resume is using a modern and easy to edit layout
- Transfer your previous employment history to your new format
- Get in the habit of adding your project descriptions/details to your resume after each project. This will ensure you that you will enter Careers week with a finalized first draft