Resume Workshop

Perfect guide to build sharp & crisp Resume!

By Nikhil Bhogaraju

About Me

Nikhil Bhogaraju

Head - GCD Program, INSAID

➔ Key Research Areas - Analytics, Neural Networks
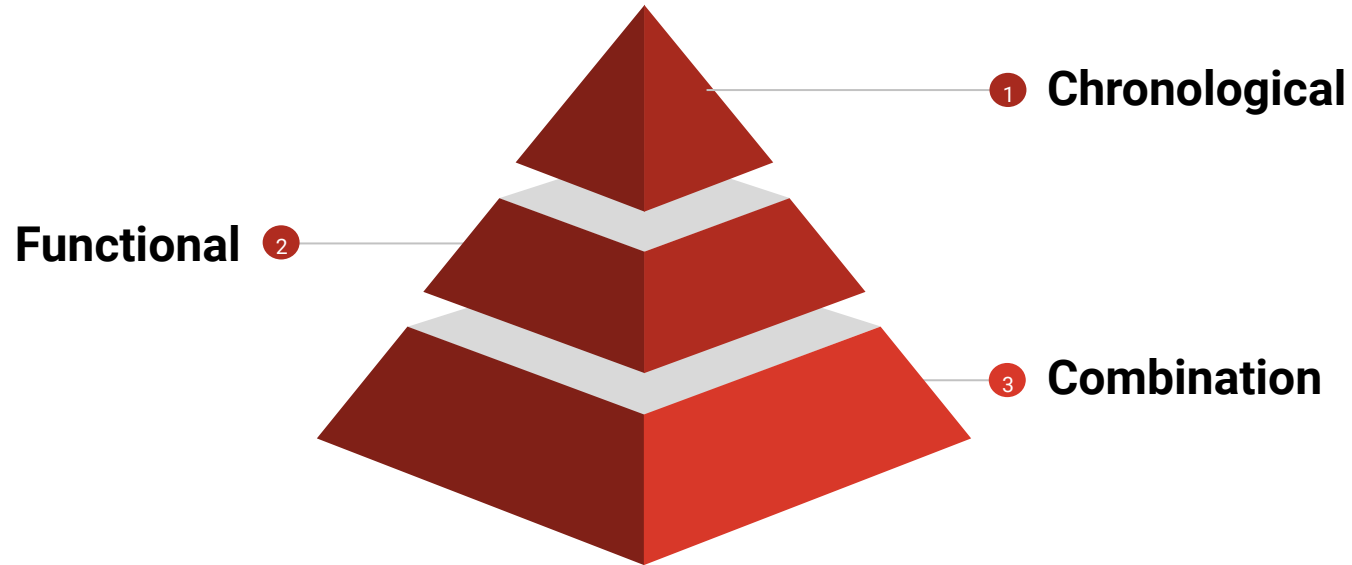➔ Live in New Delhi

✉ nikhil@insaid.co

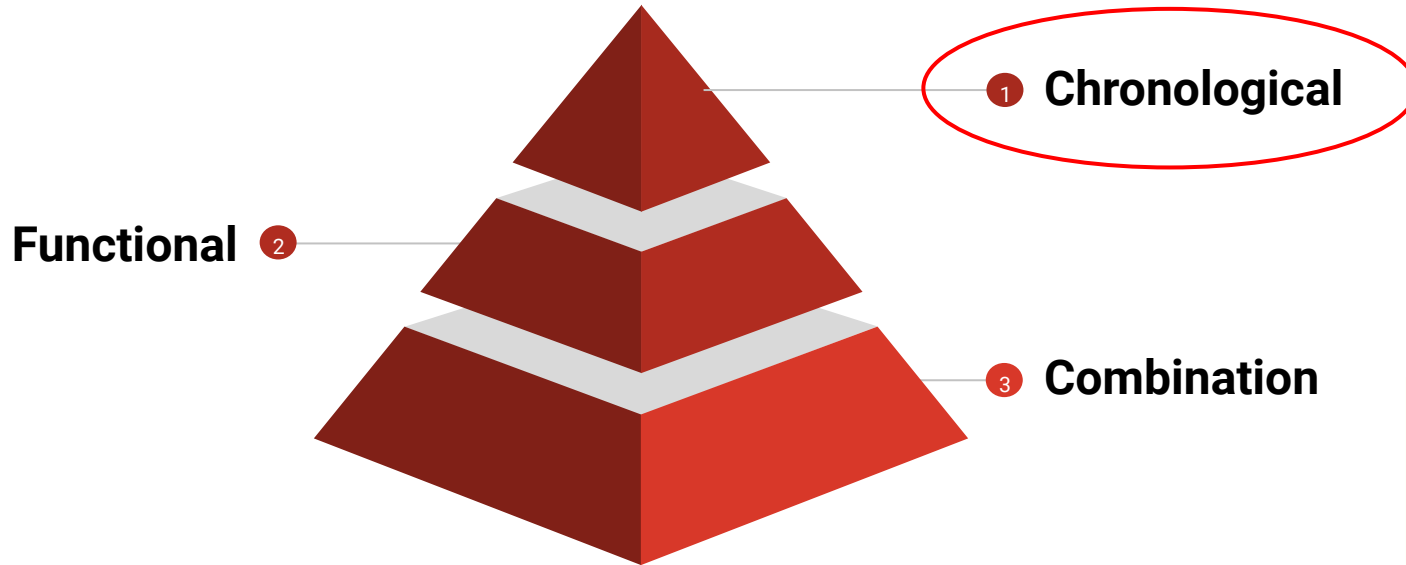in www.linkedin.com/in/nikhilbhogaraju

What's covered in Today's session

➔ Types of Resume

➔ Resume Building Methodology

➔ What is Master Resume?

➔ Essential Components of Sharp Resume

➔ Resume Templates / Samples

Types of Resume

1 **Chronological**

2 **Functional**

3 **Combination**

Types of Resume

1 **Chronological**

Functional 2

3 **Combination**

Highly Recommended:

For Working Professionals!

Meant for:

People with career break!

Resume Building Methodology

Resume Building Methodology

Step 1: Main Folder Creation ---> Resume

        Sub Folder ---> Master

        Sub Folder ---> Job Descriptions

        Sub Folder ---> Resume Versions

Step 2: Creating Master Resume

Step 3: Creating Custom Versions

What is Master Resume?

Essential Components of a *Master Resume*

- Contact Information

- Description/Summary

- Work Experience

- Additional Projects/Skillset

- Education/Test Scores

- Certifications

- Awards/Achievements

- Other Activities

→ No restriction on number of pages

→ No major formatting required

Typography

- Font - Times New Roman, Arial, Calibri
- Size - 10, 11, 12 pt
- Margin - 0.5 *(all sides)*

Size	Font
12	Times New Roman Sample Text
11	Times New Roman Sample Text
10	Times New Roman Sample Text
12	Arial Sample Text
11	Arial Sample Text
10	Arial Sample Text
12	Calibri Sample Text
11	Calibri Sample Text
10	Calibri Sample Text

Action Verbs

Activate	Construct	Install	Realign
Actuate	Convert	Interface	Regulate
Augment	Debug	Interpolate	Rehabilitate
Automate	Deploy	Liquidate	Synthesize
Build	Download	Litigate	troubleshoot
Calibrate	Engineer	Mechanize	Upgrade
Code	Equip	Operate	Upload
Compute	Import	Program	X-ray

Breaking Down Essential Components

Essential Components of a *sharp resume*

- Contact Information

- Description/Summary

- Work Experience

- Additional Projects/Skillset

- Education

- Certifications

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- Other Activities
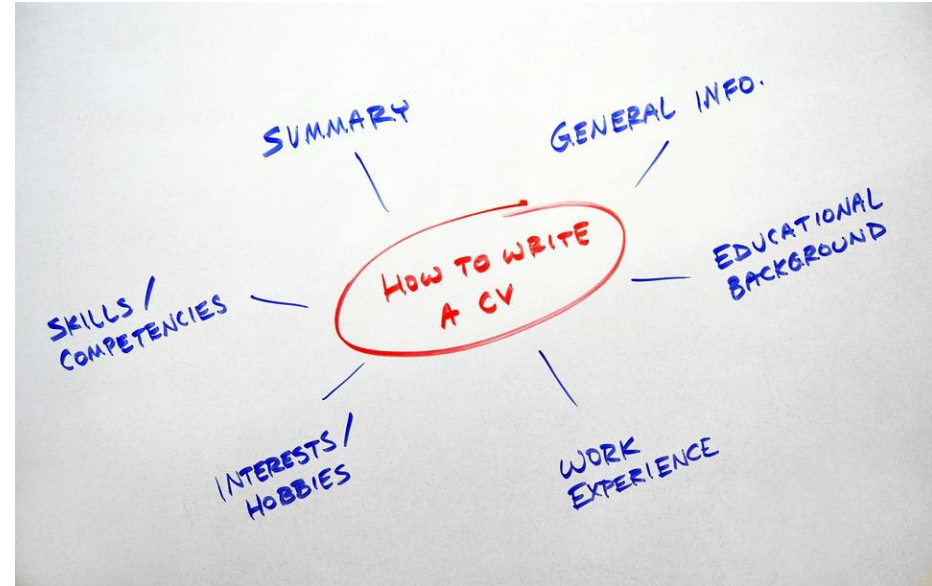
How to put contact info

First Name Last Name — — — — — — — — — — — — — — — — — **Bold**, Size - 14, Left Align
nikhil@insaid.co | +91 9000-xxx-xxx | New Delhi, INDIA

First Name Last Name
nikhil@insaid.co | +91 9000-xxx-xxx | www.linkedin.com/in/nikhilbhogaraju — — — — — — — Regular, Size - 11, Left Align

First Name Last Name — — — — — — — — — — — — — — — **Bold**, Size - 14, Center Align
nikhil@insaid.co | +91 9000-xxx-xxx | New Delhi, INDIA

First Name Last Name
nikhil@insaid.co | +91 9000-xxx-xxx | www.linkedin.com/in/nikhilbhogaraju — — — — — — — Regular, Size - 11, Center Align

Essential Components of a *sharp resume*

- Contact Information
- Description/Summary
- Work Experience
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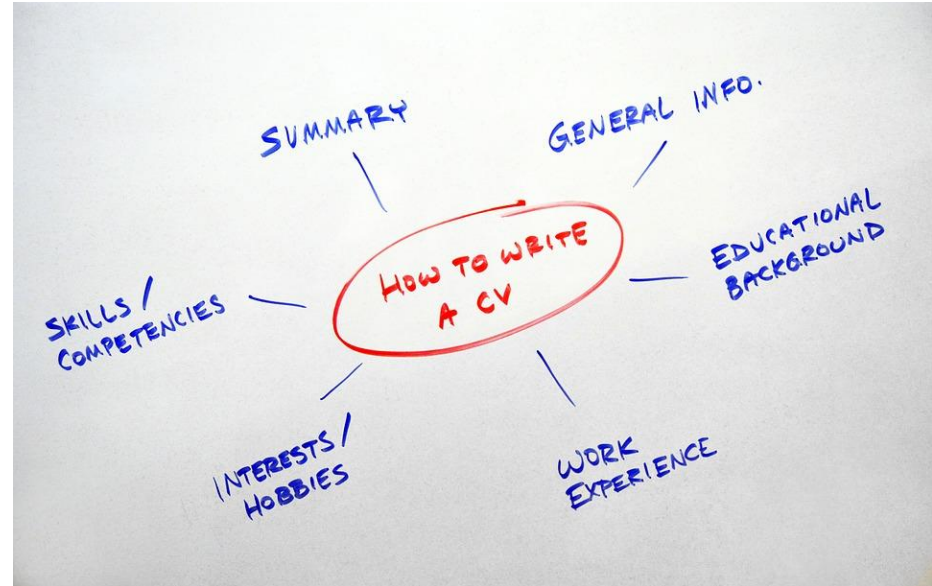
Writing an effective description/summary

X   Should not exceed 2-3 lines

X   Should not be what you want to be

X   Should not include/end with *"...will add value to your esteemed organisation."*

       BUT..it should BE

@   About you & your achievements/key milestones

Writing an effective description/summary cont.

Opening Line Formula =

……….(Adjective) / Certified + …………(Designation) + with + …...years of experience in ……….(Industry).

Opening Line Formula =

……….*(Adjective) /* Certified + …………*(Designation)* + with + …...years of experience in ……….*(Industry).*

Adjectives	Designation	Industry
Ambitious	Analyst/Developer/Programmer	BFSI
Eloquent	Lead/Project Leader	IT/ITES
Enthusiastic	Project/Program Manager	eCommerce
Focused	Consultant	Retail
Meticulous	Technical Architect	

Good Description

For people with less than 5 years experience

Junior data scientist with 3+ years of experience in project work and freelance jobs. Beat 200+ statistics professors and big data professionals in an NCAA pool, by building models that fit the problem best. Skilled in machine learning, statistics, problem solving, and programming.

Good Description

For people with more than 5 years experience

Microsoft and Google certified data scientist with 9 years of experience. Seeking to increase data efficiency for Contranix Capital Inc. Achievements include creating data regression models to predict company stock prices with 25% more accuracy than historical average. Achieved 20% improvement in investment returns across all clients. Highly skilled in machine learning, data visualization, and creative thinking.

Bad Description

For people with less than 5 years experience

Entry-level data scientist, seeking a machine learning or data engineering job. No real-world experience yet but I'm eager to get into the Big Data field.

Bad Description

For people with more than 5 years experience

Data scientist with 9 years experience seeks new position. Skilled in statistics, machine learning, critical thinking, and data visualization.

Bad Description

For people with less than 5 years experience

Data Scientist with 4+ years of experience executing data-driven solutions to increase efficiency, accuracy, and utility of internal data processing. Experienced at creating data regression models, using predictive data modeling, and analyzing data mining algorithms to deliver insights and implement action-oriented solutions to complex business problems. Looking to use my Bachelor of Computer Science and Master of Science in Statistics to manage statistical machine learning and data-related solutions at your organization.

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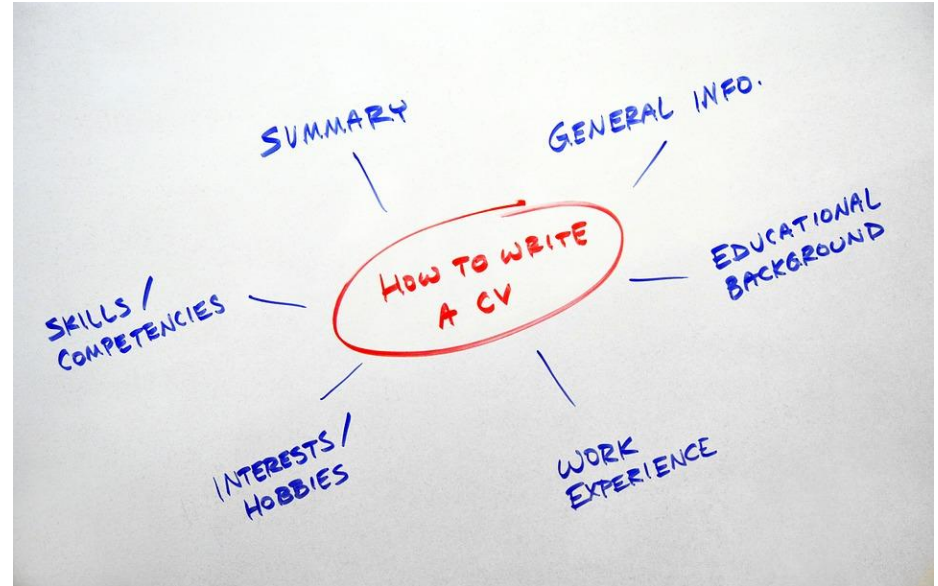
Work Experience

Organization A   **June 2018 - Present**   – – – – – – – – – – **Bold**, Size - 12
Designation – Italic, Size - 11

- Highlight about Project you've worked on, client, duration in terms of project hours.
- Highlight about your contribution & value add to the project. ****Include keywords like optimized, improved, reduced, etc*
- If you've had a team, ****include keywords like managed a team of 12 programmers & 2 leads, etc.*
- Finally mention about Tools, Technologies, Programming Languages used.

Project - 2(Name) - In case of multiple projects within same company.

- Highlight about Project you've worked on, client, duration in terms of project hours.
- Highlight about your contribution & value add to the project. ****Include keywords like optimized, improved, reduced, etc*
- If you've had a team, ****include keywords like managed a team of 12 programmers & 2 leads, etc.*
- Finally mention about Tools, Technologies, Programming Languages used.

Organization B   **Aug 2016 - June 2018**
Designation

Bad Work Experience

- Worked as a data scientist for a capital management firm.
- Created and presented models for potential holdings.
- Created machine learning tools to compute adjusted PE values.

Good Work Experience

- Created and presented models for potential holdings to fund managers. Achieved 20% better returns vs historical performance.
- Created machine learning tools that computed adjusted P/E values.
- Predicted stock price 25% better than traditional figures.

Beginner with Freelance DS Work Experience

- NCAAMaster: Beat 200+ statistics professors, students, and professionals in an NCAA pool by finding the right data models for the job.
- FootForest: Used random forest regressor to predict fantasy football scores.
- Pylearn 2: Regular contributor to Machine Learning project on GitHub.

* Specially meant for professionals with less than 2-3 years of experience.

Essential Components of a *sharp resume*

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- Other Activities

Projects

PROJECTS

- **QuantSoftware Toolkit**: Open source python library for financial data analysis and machine learning for finance.
- **Github Visualization**: Data Visualization of Git Log data using D3 to analyze project trends over time.
- **Recommendation System**: Music and Movie recommender systems using collaborative filtering on public datasets.
- **Mac Setup**: Book that gives step by step instructions on setting up developer environment on Mac OS.

Projects

#1 Project Name

- Highlight about the Project you've worked on.
- Highlight about contribution & value add about project. ****_Include keywords like optimized, improved, reduced, etc_**
- If you've worked in a team, focus on your contribution.
- Finally mention about Tools, Technologies, Programming Languages used. - <mark>GitHub Link</mark>

#2 Project Name

- Highlight about the Project you've worked on.
- Highlight about contribution & value add about project. ****_Include keywords like optimized, improved, reduced, etc_**
- If you've worked in a team, focus on your contribution.
- Finally mention about Tools, Technologies, Programming Languages used. - <mark>GitHub Link</mark>
-

Bad Projects Highlights

NO DEEP TECHNICAL JARGON

- Reduced prediction error by 5% by trying LASSO, Ridge, and Elastic-Net Regressions and switching to Area Under ROC Curve.

Good Projects Highlights

- Reduced prediction error by 5% using regularized regression and adopting an error metric more robust to class imbalance (AUROC).

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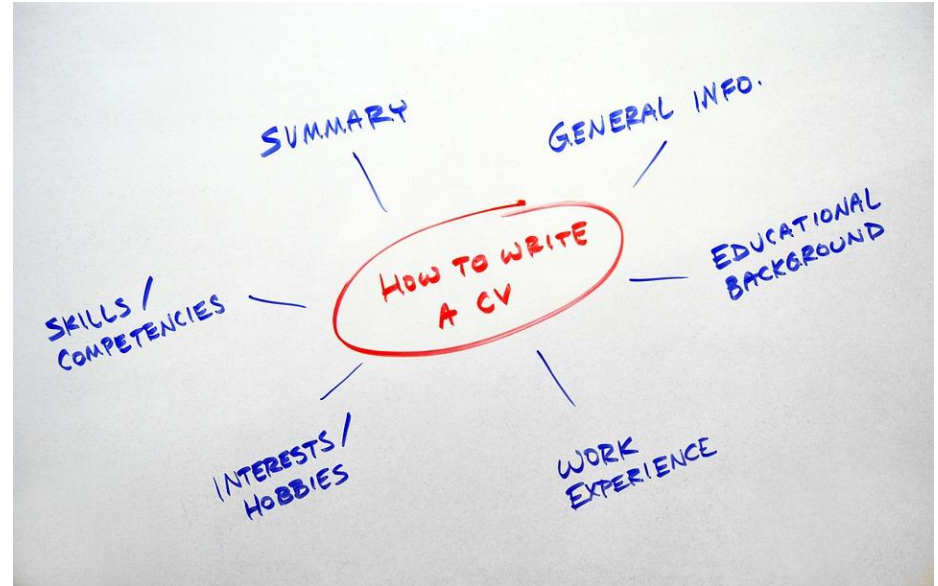
Education / Test Score

University Name
M.Tech, Stream/Specialization

University Name
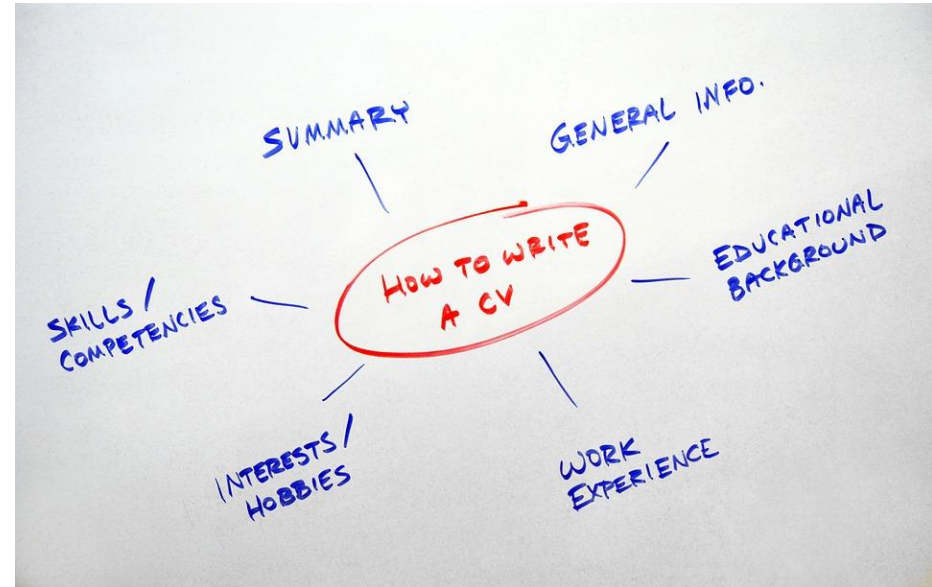*B.Tech, Computer Science Engineering*

Test Scores
GMAT/CAT

2016 — — — — — — — — — **Bold**, Size - 12
80%

2014
87% — — — — — — — — — Italic, Size - 11

2014
740 / 97%

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- Certifications

- Awards/Achievements

- Other Activities

Certifications

Global Certificate in Data Science, INSAID   2019 – – – – – – – – – – – – **Regular**, Size - 12
License Number: xxxx1234

Microsoft Certified Product Analyst   2018
License Number: xxxx1234 – Italic, Size - 11

Certified Project Management Professional, PMI   2016
License Number: xxxx1234

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- Education/Test Scores

- Certifications

- Awards/Achievements

- Other Activities

Awards/Achievements

- On team that won the Kaggle "Titanic: Machine Learning" challenge

Other Activities

- Article "Machine Learning in the Next 10 Years" cited in Forbes
- Leader of bi-monthly hiking club

STRICTLY AVOID

- **Personal Info Section**
  - Name
  - Date of Birth
  - Place of Birth
  - Father's Name
  - Sex
  - Marital Status
  - Permanent Address
- **References**
- **Declaration**

Task

Build your perfect Resume
by 14 April