

Revamp Your Resume

Laurie Haskell-Woerner
Career Advisor

Agenda

- General Advice
- Section-by-section tips
 - Content
 - Formatting
- Creative resumes
- Q&A

General Advice

Resume writing is both *art and science.*

A resume gets you an interview,
It does NOT get you a job!



How long, on average, will recruiters spend reading your resume?

As little as 6 seconds!*

**The Ladders eye tracking study*

In 6 seconds, recruiters see...

- Name
- Current job title/company
- Previous job title/company
- Previous job start/end dates
- Current job start/end dates
- Education
- Relevant keywords

Source: The Ladders – Keeping an Eye on Recruiter Behavior

Employers want to:

- Find out what you know - your skills and strengths
- Determine how fast you could get to work
- Understand why you are applying for this position, how does it make sense as a next step

Do you “fit”?

Your resume should be:

- Targeted
- Supportive of your “brand”
- Concise & interesting
- Accomplishment-driven

Interesting!

Your resume should not be:

- All inclusive of your entire career (a “CV”)
- A simple chronology of your jobs
- A list of all of your job responsibilities

Stale!

Resume Review: Content

Peder Connor Andersen

3249 18th Street
San Francisco, CA 00000
415.222.1548 | pcandersen@gmail.com
www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Education

University of California, Berkeley – Master of Information and Data Science 2015 (anticipated)
Part-time, two classes per semester; Relevant Courses include: Research Design & Applications for Data & Analysis, Exploring & Analyzing Data, Visualizing and Communicating Data

University of Wisconsin, Madison – Bachelor of Computer Science 2010

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- D3.js, Tableau
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- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline San Francisco, CA
Data Analyst 2012 – present

- Work closely with various teams to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.
- Analyze large datasets and present findings in focused visualizations to provide strategic direction for business analysis team.
- Develop tools and reports that help users access and analyze data resulting in high revenues and margins and a better customer experience.
- Design and implement statistical / predictive models utilizing diverse sources of data to predict demand, risk, and price elasticity. Experience with creating ETL processes to source and link data.
- Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

Sharknado San Francisco, CA
Software Engineer 2010 – 2012

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Projects

BreathRight, UC Berkeley MIDS Team Project, *Data Analyst* 2014

- Analyzed Bay Area air quality data to create interactive data visualization for individuals and communities concerned with neighborhood air pollution.

ChemSafe, UC Berkeley MIDS Team Project, *Data Analyst and Backend Developer* 2014

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Required Sections:

- Name
- Contact Information
- Education
- Professional Experience

Recommended:

- Skills / Tools
- Professional Profile
- Projects

Optional:

- Honors / Awards
- Publications
- Patents

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Professional Profile:

- Recommended, but not required
- “Sets the stage” & introduces your brand
- Helpful for career changers
- Don’t be redundant of your experience section
- Keep it brief: 2 - 4 sentences
- Usually written in implied first person (no personal pronouns)

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Education:

- Undergrad, grad, relevant non-degree coursework
- Position near the top if: you are in school, recently graduated, or MIDS is pivotal to your target job
- May include list of relevant courses
- Don't need to list full attendance dates or include months (keep it consistent)
- Note future graduation date as “anticipated”

University Name	
Yes	No
University of California, Berkeley (<i>with a comma</i>)	University of California at Berkeley (<i>do not use 'at'</i>)
UC Berkeley (<i>with a space</i>)	University of California – Berkeley or UC-Berkeley (<i>do not use a hyphen</i>)
	U.C. Berkeley (<i>do not use periods in 'UC'</i>)

Degree Name	
Yes	No
Master of Information and Data Science) (<i>'Master' is singular; use 'of' not 'in'; capitalize when writing the full degree name.</i>)	Master of Data Science
	M.A. (or master of arts) or M.S. (or master of science)

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Skills & Tools:

- Highly recommended
- Technical skills only
- Tailor this to the job!
- Use descriptors carefully (“advanced”, “proficient”, etc.) or not at all

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Experience:

- Keep it relevant, tailored
- Can include internship / unpaid / volunteer
- Be sure to showcase YOU and not just the company / projects
- Start descriptions with action verbs; check verb tense
- Use relevant keywords
- Use consistent punctuation

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Experience:

- Describe your accomplishments: include **why, how, who, impact/results, and/or skills used**
- Quantify where applicable
- Showcase transferable skills
- Only include relevant details

Accomplishments

- Saved money/Increased revenue
- Saved time/Increased efficiency
- Improved a process, service, or product in a tangible or measurable way
- Reduced errors in a process
- Won award/recognition
- Completed project on schedule and on budget
- Completed project ahead of schedule and under budget
- Led team to success (describe success)
- Exceeded goals (describe how far you exceeded)
- Describe scale (“managed team of 10 analysts”; “managed projects with budgets up to \$5 million”)

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Projects:

- Highly recommended for career changers
- Great for showing off NEW skills / strengths
- Include project title, brief description, tools used, affiliation, date
- Be specific!
- For group projects, focus on YOUR role
- Position high or low on resume depending on relevance of your other content.

Resume Review: Format

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Core Competencies

Strategic Thinking: Able to influence the strategic direction of the company by identifying opportunities in large, rich data sets and creating and implementing data driven strategies that fuel growth including revenue and profits.
Modeling: Design and implement statistical / predictive models and cutting edge algorithms utilizing diverse sources of data to predict demand, risk and price elasticity. Experience with creating ETL processes to source and link data.
Analytics: Utilize analytical applications like SAS to identify trends and relationships between different pieces of data, draw appropriate conclusions and translate analytical findings into risk management and marketing strategies that drive value.
Drive Enhancements: Develop tools and reports that help users access and analyze data resulting in higher revenues and margins and a better customer experience.
Communications and Project Management: Capable of turning dry analysis into an exciting story that influences the direction of the business and communicating with diverse teams to take a project from start to finish. Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

Skills and Tools

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Experience

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2012 – present, Data Analyst
Work closely with various teams across the company to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.
Analyze large datasets to provide strategic direction to the company.
Perform quantitative analysis of product sales trends to recommend pricing decisions.
Conduct cost and benefit analysis on new ideas.
Assist in developing internal tools for data analysis.

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- Analyzed Bay Area air quality data to create interactive data visualization for individuals and communities concerned with neighborhood air pollution.

ChemSafe, UC Berkeley MIDS Team Project, *Data Analyst and Backend Developer* 2014

- Created chemical management and hazardous waste disposal tracking system for UC Berkeley Environmental Protection team. Integrated data from multiple sources, including third-party MSDS system, Campus Hazardous Waste Facility, Campus laboratories, and approved outside vendors.

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.1548 pcandersen@gmail.com www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Name: Make it large!
Suggested 18-24pt. font.

Peder Connor Andersen

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San Francisco, CA 00000
415.222.1548 | pcandersen@gmail.com
www.conman.com

Professional Profile

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Contact Info: Can be smaller font (9-11pt).
Recommended: city/state, phone, email,
LinkedIn, website/portfolio; street address is
optional.

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3249 18th Street, San Francisco, CA 00000

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. I mine hidden gems located within large sets of structured data and apply a heavy dose of mathematics and applied statistics to solve complex problems.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Analysis, Data Mining, Exploring & Analyzing Data, Visualizing and Communicating Data
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the direction of the business and communicate product teams to develop and support our data sets and creating and implementing a data model.
Modeling: Design and implement statistical models to predict demand, risk and price elasticity.
Analytics: Utilize analytical applications like Tableau to draw appropriate conclusions and translate data into value.

Drive Enhancements: Develop tools and reports that help users access a better customer experience.
Communications and Project Management: Communicate the direction of the business and communicate product teams to develop and support our data sets and creating and implementing a data model.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript

Experience

Accelerated Pipeline, San Francisco, CA
2012 – present, Data Analyst
Work closely with various teams across the company to analyze large datasets and provide strategic insights into the business.

Peder Connor Andersen

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. I mine hidden gems located within large sets of structured data and apply a heavy dose of mathematics and applied statistics to solve complex problems.

Education

University of California, Berkeley – Master of Information Management
Part-time, two classes per semester; Relevant Course Exploring & Analyzing Data, Visualizing and Communicating Data
University of Wisconsin, Madison – Bachelor of Computer Science

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout

Experience

Accelerated Pipeline Data Analyst

- Work closely with various teams to identify and so semi-structured, and unstructured data in a distributed manner.
- Analyze large datasets and present findings in focus for business analysis team.
- Develop tools and reports that help users access a better customer experience.
- Design and implement statistical / predictive models to predict demand, risk, and price elasticity. Experience with Tableau.
- Collaborate with product teams to develop and support ongoing analyses.

Sharknado

Software Engineer

- Coded, tested, debugged, implemented and documented features.
- Developed eCommerce solutions and social network features to improve user experience.
- Designed, developed and maintained eCommerce solutions.
- Built report interfaces and data feeds to improve analytics.
- Gathered and collected information from various sources and prepared documentation to change existing programs.

Projects

BreathRight, UC Berkeley MIDS Team Project, *Data Analyst*

Headings:

- Guide the reader's eyes
- Make them stand out: use bold, larger font, caps, underline, or color.

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.1548

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. I have a strong background in mining hidden gems located within large sets of structured and unstructured data. I have a heavy dose of mathematics and applied statistics with a focus on data science.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Applications for Data Analysis, Data Science
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the company by analyzing data sets and creating and implementing data driven strategies.

Modeling: Design and implement statistical / predictive models to predict demand, risk and price elasticity. Experience with SAS, R, and Python.

Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help improve the efficiency of the business and a better customer experience.

Communications and Project Management: Capable of leading projects in the direction of the business and communicating with diverse teams to develop and support our internal data platform.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst
Work closely with various teams across the company to analyze large datasets to provide strategic direction to the business. Analyze large datasets to provide strategic direction to the business. Perform quantitative analysis of product sales trends to identify opportunities for growth. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer
Designed, coded, tested, debugged, implemented and documented

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skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with a focus on data science.

nd Data Science
Je: Research Design & Applications for Data & Analytics, Data Science

science 2010

- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

San Francisco, CA
2012 – present

business challenges utilizing large structured and unstructured data in a processing environment. Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Analyze data resulting in high revenues and profits.

Integrating diverse sources of data to predict and optimize ETL processes to source and link data. Develop and support our internal data platform and to support the business.

San Francisco, CA
2010 – 2012

Developed apps using Java and Ruby. Improved the functionality, enhancing feature set and performance.

Developed social networking applications. Improved the capabilities. Analyzed time requirements and performance.

Data visualization for individuals and teams. 2014

Lead Backend Developer 2014

Dates:

- Consider where you place dates-right margin is preferred.
- Months are not required.
- Be consistent!

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.154

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data. A heavy dose of mathematics and applied statistics with a focus on data science.

Education

University of California, Berkeley – Master of Information Management

Relevant Courses: Research Design and Applications for Data Science

University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the company by analyzing data sets and creating and implementing data driven strategies.

Modeling: Design and implement statistical / predictive models to analyze data to predict demand, risk and price elasticity. Experience with SAS, R, Python, and Java.

Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help users access data and improve margins and a better customer experience.

Communications and Project Management: Capable of leading a team in the direction of the business and communicating with diverse stakeholders and product teams to develop and support our internal data science initiatives.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst

Work closely with various teams across the company to analyze semi-structured, and unstructured data in a distributed system. Analyze large datasets to provide strategic direction to the company. Perform quantitative analysis of product sales trends to inform business decisions. Conduct cost and benefit analysis on new ideas.

Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer

Coded, tested, debugged, implemented and documented a new software solution. Developed eCommerce solutions and social networking features to improve user experience.

Peder Connor Andersen

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data. A heavy dose of mathematics and applied statistics with a focus on data science.

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Part-time, two classes per semester; Relevant Courses: Research Design and Applications for Data Science, Exploring & Analyzing Data, Visualizing and Communicating Data

University of Wisconsin, Madison – Bachelor of Computer Science

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Experience

Accelerated Pipeline

Data Analyst

- Work closely with various teams to identify and analyze semi-structured, and unstructured data in a distributed system.
- Analyze large datasets and present findings in form of reports for business analysis team.
- Develop tools and reports that help users access data and improve margins and a better customer experience.
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- Collaborate with product teams to develop and support our internal data science initiatives.

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- Gathered and collected information from various sources and prepared documentation to change existing program.

Spacing:

White space is your friend, use it wisely

Example:

- 8-12pts before each heading (12)
- 3-6pts after each heading (6)
- 2-4pts between items in the section (3)

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.154

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. I mine hidden gems located within large sets of structured data with a heavy dose of mathematics and applied statistics with various machine learning algorithms.

Education

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University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

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- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst
Work closely with various teams across the company to analyze semi-structured, and unstructured data in a distributed system. Analyze large datasets to provide strategic direction to the company. Perform quantitative analysis of product sales trends to identify opportunities. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer
Coded, tested, debugged, implemented and documented various eCommerce solutions and social networking features.

Peder Connor Andersen

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. I mine hidden gems located within large sets of structured data with a heavy dose of mathematics and applied statistics with various machine learning algorithms.

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Accelerated Pipeline

Data Analyst

- Work closely with various teams to identify and analyze semi-structured, and unstructured data in a distributed system.
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- Develop tools and reports that help users access data and improve margins and a better customer experience.
- Design and implement statistical / predictive models to predict demand, risk, and price elasticity. Experience with various machine learning algorithms.
- Collaborate with product teams to develop and support ongoing analyses.

Sharknado

Software Engineer

- Coded, tested, debugged, implemented and documented various eCommerce solutions and social networking features improving user experience.
- Designed, developed and maintained eCommerce website.
- Built report interfaces and data feeds to improve user experience.
- Gathered and collected information from various sources and prepared documentation to change existing programs.

Bullets & Lists:

- Bullets help reader scan effectively
- Try columns for short lists

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Education

University of California, Berkeley – Master of Information and Data Science 2015 (anticipated)
Part-time, two classes per semester; Relevant Courses include: Research Design & Applications for Data & Analysis, Exploring & Analyzing Data, Visualizing and Communicating Data

University of Wisconsin, Madison – Bachelor of Computer Science 2010

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- D3.js, Tableau
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline San Francisco, CA
Data Analyst 2012 – present

- Work closely with various teams to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.
- Analyze large datasets and present findings in focused visualizations to provide strategic direction for business analysis team.
- Develop tools and reports that help users access and analyze data resulting in high revenues and margins and a better customer experience.
- Design and implement statistical / predictive models utilizing diverse sources of data to predict demand, risk, and price elasticity. Experience with creating ETL processes to source and link data.
- Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

Sharknado San Francisco, CA
Software Engineer 2010 – 2012

- Coded, tested, debugged, implemented and documented apps using Java and Ruby.
- Developed eCommerce solutions and social networking functionality, enhancing feature set and improving user experience.
- Designed, developed and maintained eCommerce and social networking applications.
- Built report interfaces and data feeds to improve analysis capabilities.
- Gathered and collected information from various programs, analyzed time requirements and prepared documentation to change existing programs.

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- Created chemical management and hazardous waste disposal tracking system for UC Berkeley Environmental Protection team. Integrated data from multiple sources, including third-party MSDS system, Campus Hazardous Waste Facility, Campus laboratories, and approved outside vendors.

General Format Tips:

- **Length:** 1 page unless 10+ years of experience
- **Margins:** 0.25 – 1"
- **Format:** pdf
- **Color:** tasteful, be sure prints well in black & white
- **Font size:** 10-12 pt
- **Language:** write in implied first person, pay attention to tenses
- **Typos/errors:** none-proofread! Watch your capitalization!

Creative Resumes

- Creative styles *may* help showcase your talents, add visual interest
- Less is more - graphics shouldn't overshadow content
- Experiment w/ fonts, colors, and layouts before adding graphics
- Be careful of using graphs that display skill level as comparisons
- Get a second opinion, don't get personally attached to the design
- Make sure it is easy to read and comprehend – too many visual elements can overwhelm the reader
- Online portfolio or website may be a better place to demonstrate creativity

These *might* be OK....

MADISON GEORGE



WEB DESIGNER

EXPERTISE



USER INTERFACE

LAYOUT DESIGN

INFO ARCHITECTURE

CONTENT MANAGEMENT

FRONT END DESIGN

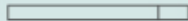
TECH SKILLS



DRUPAL



WORDPRESS



HTML/CMS



MAC OSX



PROFILE

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EXPERIENCE

POSITION TITLE HERE COMPANY NAME HERE

JAN 2010 - PRESENT Integer efficitur des odio in gravida ullamcorper fermentum suspendisse condimentum dolor nisi a ullamcorper id sagittis elementum. Phasellus vitae gravida tortor, at consectetur lorem.

- Phasellus id urna nisl. Nam nec tellus bibendum, placerat elit id, commodo lorem vitae gravida tortor a ullamcorper id sagittis
- Sed sit amet felis sollicitudin metus placerat fermentum vitae id nullam porttitor felis efficitur des odio suspendisse condimentum dolor.

POSITION TITLE HERE COMPANY NAME HERE

JAN 2009 - DEC 2010 Integer efficitur des odio in gravida ullamcorper fermentum suspendisse condimentum dolor nisi a ullamcorper id sagittis elementum. Phasellus vitae gravida tortor, at consectetur lorem.

- Phasellus id urna nisl. Nam nec tellus bibendum, placerat elit id, commodo lorem vitae gravida tortor a ullamcorper id sagittis
- Sed sit amet felis sollicitudin metus placerat fermentum vitae id nullam porttitor felis efficitur des odio suspendisse condimentum dolor.



EDUCATION

MASTER OF DIGITAL ARTS NEW YORK UNIVERSITY

SEP 2012 - JUNE 2014 Integer efficitur odio gravida des nisi ullamcorper fermentum suspendisse in blandit ac nisi vel dignissim id sagittis.

BACHELOR OF ARTS NEW YORK UNIVERSITY

SEP 2008 - JUNE 2012 Integer efficitur odio gravida des nisi ullamcorper fermentum suspendisse in blandit ac nisi vel dignissim id sagittis.



WWW.YOURWEBSITE.COM
HELLO@YOURWEBSITE.COM

315.555.1234
LINKEDIN.COM/YOURNAME

HELENA MURAKAMI

SALES MANAGER

123 STREET NAME, CITY



CONTACT@DOMAIN.COM



12 345 678 9000



WWW.YOURLINK.COM



EDUCATION

ENTER YOUR DEGREE/MAJOR
New York University
2004 - 2006

ENTER YOUR DEGREE/MAJOR
New York University
2004 - 2006

PROFESSIONAL SKILLS

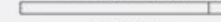
PROJECT DESIGN / PRODUCT
PLACEMENT / CONTENT
MANAGEMENT / LAYOUT
DESIGN / PUBLIC RELATIONS
/ PHOTOGRAPHY / ENTER
YOUR SKILL / ENTER YOUR
SKILL / ENTER YOUR SKILLS

TECHNICAL SKILLS

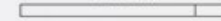
PHOTOSHOP



MICROSOFT WORD



INDESIGN



POWERPOINT



PC + MAC SYSTEMS



Hello! Write an engaging text about yourself and your objectives, *mi*antis lopus lorem. Monocleis erol sumos acerts, ornare commodo leo. Aliquam vehicula iaculis augue, eu dapibus magna mollis vitae. Morbi consequat tempor dui veleuzscelerisque. Lendi salavatori nomil loren vel ante, luctus pulvinar leo. Photolis loren osum merili soda et commodo atiquem magna veluzu acerto illosp loren sumos gelatos dorenmi magistratus advocacis lorenlio lgrapiso.

PROFESSIONAL EXPERIENCE

ENTER JOB POSITION HERE

Company / Location / 2010 - Present

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ENTER JOB POSITION HERE

Company / Location / 2010 - Present

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ENTER JOB POSITION HERE

Company / Location / 2010 - Present

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- Lorem ipsun dolor sit amet mana san cosmos lapidis sumission solomitol.

But
don't do
this!

HI! I AM...

ANTONY SMITH

PERSONAL DETAILS

NATIONALITY: United States
LOCATION: Florida
BIRTHDAY: 8 March 1985 (26)
EDUCATION: Major in Graphic Design
EXPERIENCE: 6 Years
AVAILABILITY: 8 Part-time

EMPLOYMENT HISTORY

GRAPHIC DESIGNER 2005 - 2007
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

CREATIVE DIRECTOR 2007 - 2009
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

EDUCATION

HIGH SCHOOL
Lorem Ipsum Dolor sit Amet, Consectetur
May 2004, GPA 1.5

UNIVERSITY
Lorem Ipsum Dolor sit Amet, Consectetur
May 2004, GPA 1.5

PERSONAL SKILLS

SOCIAL COMMITMENT ★★★★★
ORGANIZATION ★★★★★
CREATIVITY ★★★★★
COMMUNICATION ★★★★★
TEAMWORK ★★★★★

TECHNICAL SKILLS

PHOTOSHOP ★★★★★
ILLUSTRATOR ★★★★★
INDESIGN ★★★★★
FLASH ★★★★★
DREAMWEAVER ★★★★★
XHTML / CSS ★★★★★
JAVASCRIPT ★★★★★

GET IN TOUCH

PHONE: +00 012 3456 7984
EMAIL: johnsmith@mail.com
WEBSITE: http://www.johnsmith.com
FACEBOOK: http://fb.com/johnsmith

Final Thoughts

YOU do the work... **so the reader doesn't have to!**

- Be careful with industry jargon and acronyms
- Be concise and targeted
- Use the employer's words
- Remember – you may only get 6 seconds!

**Make it easy for the reader to
understand your strengths and
what is unique about YOU!**

Resources

Career Advising:

<https://www.ischool.berkeley.edu/careers/students/advising>

Resume Review:

<https://www.ischool.berkeley.edu/careers/students/resumereview>

Resume Resources & Template:

<https://www.ischool.berkeley.edu/careers/students/guides#resumes>

Webinar Recording:

<https://www.ischool.berkeley.edu/events/2018/revamp-your-resume-0>

Contact:

mids_careerservices@ischool.berkeley.edu

careerservices@cybersecurity.berkeley.edu