

How to Create an ATS-Friendly Resume Using Overleaf (LaTeX) – Complete Guide

Step 1: Tools Required

We will use [Overleaf.com](https://www.overleaf.com) – a free online LaTeX editor.

How to set up Overleaf:

1. Go to <https://www.overleaf.com>
2. Click on "**Register**" (top right corner).
3. Sign up using your **Google account** or **email**.
4. Once signed in, click on "**New Project**" > "**Blank Project**".
5. Give your project a name like "**Data Analyst Resume**".

 Overleaf autosaves your progress, and no software installation is required!

Step 2: Resume Structure – Key Sections

Take reference from your resume image. Your resume has **7 key sections**:

1. **Header**
2. **Summary**
3. **Skills**

4. **Experience**

5. **Projects**

6. **Awards & Certifications**

7. **Education**

[Click Here For Latex code of Complete Resume Document](#)

Step 3: Section-by-Section Guide with Content

Header

This is the top section containing your name, designation, phone number, email, and LinkedIn.




Tips:

- Use a large, bold name for visibility.
- Include only one phone number and one professional email ID.
- Use icons (phone, email, LinkedIn) for visual neatness (already taken care of in LaTeX).

Content:

Shakra Shamim

Data Analyst

 +91-9919XXXXXX |  shakrashamim09@gmail.com | 
linkedin.com/in/shakrashamim

Summary

This section is like your elevator pitch in 2–3 lines.

Tips:

- Summarize your skills and goals.
- Keep it job-role focused (Data Analyst in this case).

Content:

Data Analyst with a strong foundation in SQL, Python, Excel, and Power BI. Skilled in cleaning, analyzing, and visualizing data to generate insights and support data-driven decision-making. Interested in collaborating on meaningful analytical work in fast-paced environments.

Skills

Split into categories for readability.

Tips:

- Group similar tools.
- Be concise and relevant to data roles.

Content:

Programming & Querying: SQL, Python
Data Visualization Tools: Advanced MS Excel, Power BI, Tableau
Analytical Abilities: Data Cleaning, Exploratory Data Analysis (EDA), Insight Generation, Descriptive Statistics

Experience

For freshers, internships or freelance/remote roles count as experience.

Tips:

- Use **past tense** verbs.
- Focus on what **you did**, **tools used**, and **impact**.
- Add **quantifiable results** (like % savings, rows processed).

Content:

Data Analyst Intern

Dataview Analytics (Remote) | April 2025 – June 2025

Tools Used: Excel, SQL, Power BI

- Processed and standardized a dataset of over 1,00,000 rows from multiple regions to support weekly analytics—enabled business teams to track KPIs across geography and time.
 - Designed smart Excel templates embedded with lookup functions and pivot logic, saving 40% reporting time across 4 departments.
 - Developed and maintained Power BI dashboards to visualize revenue trends, customer mix, and monthly performance.
 - Collaborated with 4 analysts and 2 senior managers to define and validate 6 KPIs.
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Projects

Academic or personal projects showcasing real skills related to the job role you're applying for .

Tips:

- Choose only **2 impactful projects**.
- Use bullets and quantify wherever possible.
- Highlight tools (SQL, Power BI, Python).

Content:

Customer Churn Analysis | Python

March 2025 – April 2025

- Analyzed behavior of 7,043 telecom customers to identify churn patterns based on tenure, contract type, and monthly charges.
- Generated 11 visualizations to highlight churn-prone segments.
- Revealed 38% of churned users were on short-term monthly plans—suggested early engagement strategies.

Sales Dashboard for Regional Performance | SQL, Power BI

February 2025 – March 2025

- Queried and joined 3 sales-related tables (25,000+ rows) across 5 regions to build consistent datasets.
 - Built 10 dynamic KPIs and slicers in Power BI to track regional sales and returns.
 - Detected a 14% sales drop post-festival in the South region. And later, the insight was used for a marketing recovery plan.
-

Awards & Certifications

Include certifications relevant to data roles.

Tips:

- Add issuing body and year.
- Mention quantifiable outcomes or ranks.

Content:

- **Google Data Analytics Certificate – Coursera (2024):** Completed 8 case studies involving SQL, dashboards, and presentations.
 - **Top 5% in SQL Hackerrank Challenge – 2024:** Ranked among top 150 of 3,000+ participants.
 - **Best Final Year Project – 2025, Marwari College:** Built Power BI dashboard analyzing academic performance of 6 departments over 3 years.
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Education

Tips:

- Add CGPA if above 7.5.
- Only the highest degree is enough for freshers.

Content:

B.Sc. Information Technology
Marwari College, Ranchi

Graduated: 2025
CGPA: 8.2 / 10

✓ **BONUS TIPS for ATS-Friendly Resume**

1. **No Tables/Columns/Images** in LaTeX—our resume already avoids them (good).
2. Use **simple fonts and sections** with clear headings (LaTeX does this well).
3. Use **keywords from job descriptions** (SQL, dashboards, data cleaning, Power BI).
4. Use measurable metrics to highlight your accomplishments, such as “**Increased data processing efficiency by 30%**,” to add credibility and showcase your impact.
5. Save your resume as **PDF** (Overleaf → Download PDF).
6. Keep resume to **1 page only** (done ✓).