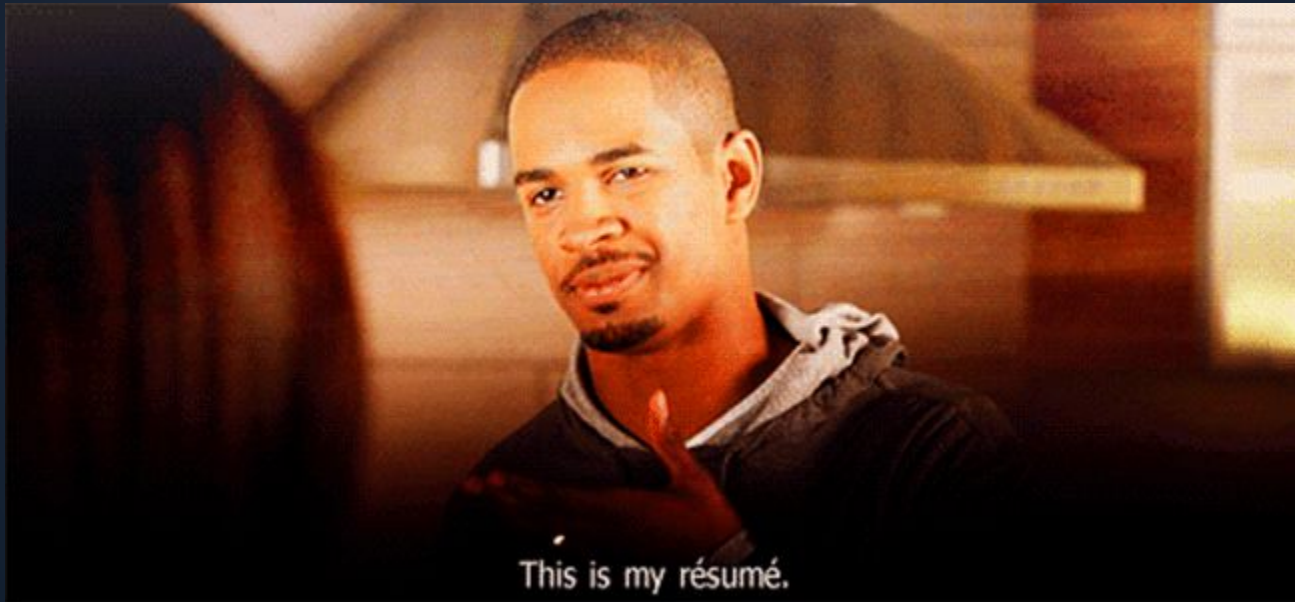




WEEK 7

# BUILDING A DATA SCIENCE RESUME

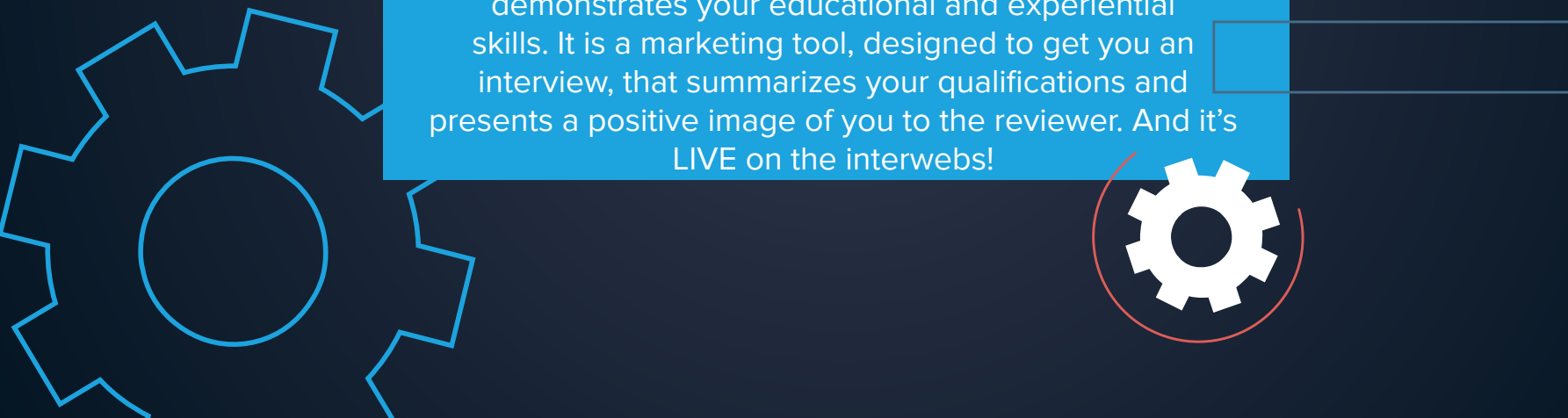
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# You are going to be creating LIVE resumes for Career Services!

A resumé documents your qualifications and demonstrates your educational and experiential skills. It is a marketing tool, designed to get you an interview, that summarizes your qualifications and presents a positive image of you to the reviewer. And it's LIVE on the interwebs!



# RESUME LINK TOOLS

## CREDDLE

Automatically creates a link just select "publish to unlisted URL"

Link will stay the same with updates, make sure to hit publish on changes

## RESUME IO

Free templates available to build a resume

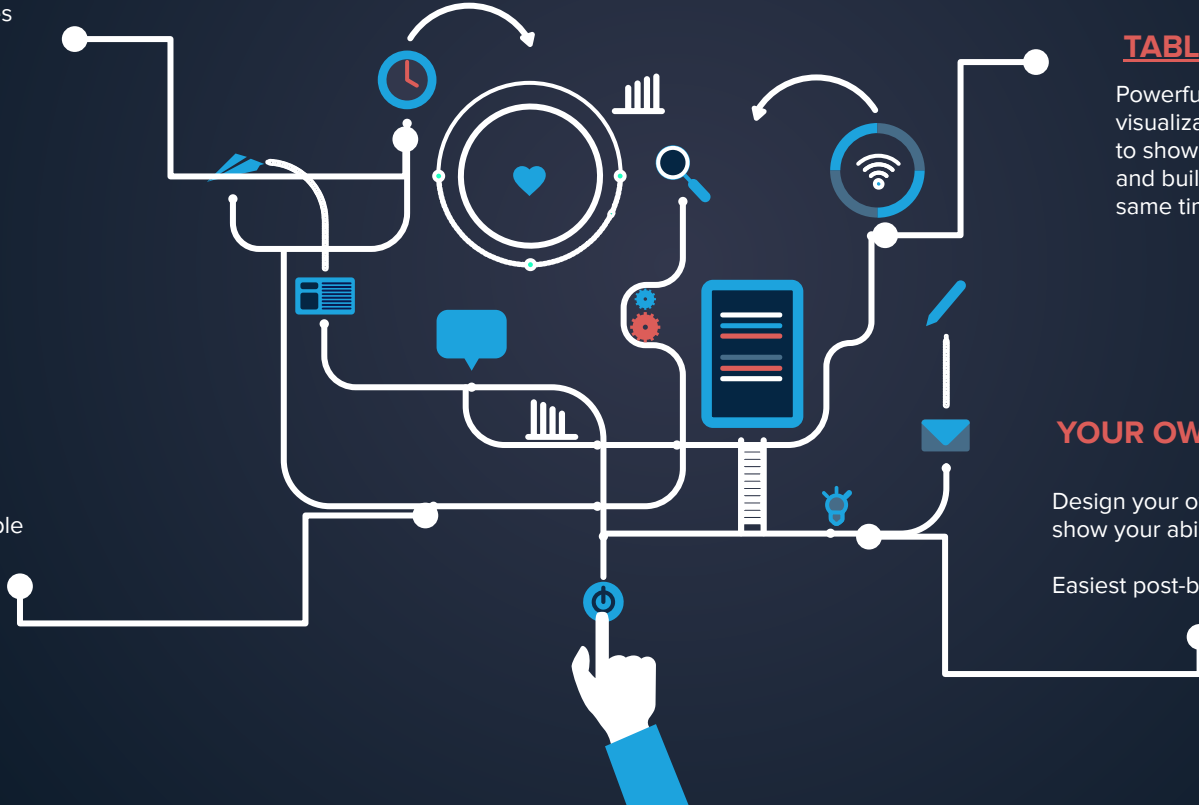
## TABLEAU

Powerful data visualization you can use to showcase your skills and build resume at the same time

## YOUR OWN WEBSITE

Design your own page to show your abilities

Easiest post-bootcamp



# WHAT'S INVOLVED IN BUILDING A RESUME?



# WHAT SHOULD A RESUME CONTAIN?

SECTION 1: CONTACT INFO

SECTION 2: PROFILE/SUMMARY

SECTION 3: SKILLS

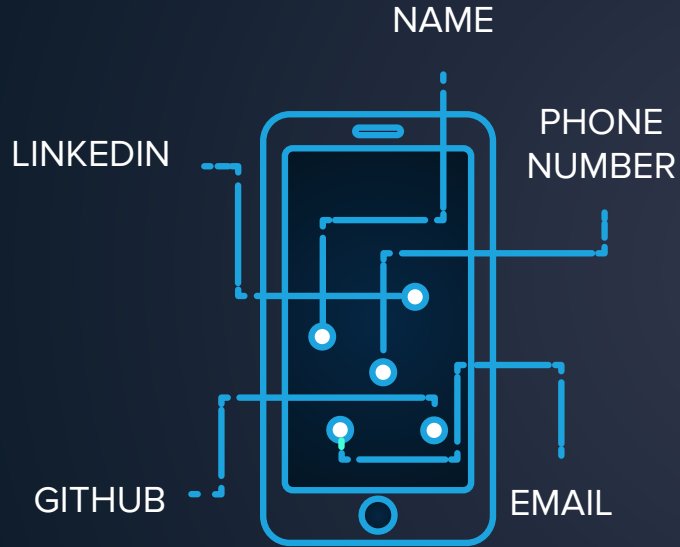
SECTION 4: PROJECTS

SECTION 5: EDUCATION

SECTION 6: EXPERIENCE

OPTIONAL SECTIONS: AWARDS,  
ACTIVITIES, VOLUNTEERING, ETC.





# CONTACT INFO

---

## PRO TIPS:

USE PROFESSIONAL EMAIL, NO PERSONAL  
SOCIAL MEDIA, DO NOT ADD FULL STREET  
ADDRESS

HYPERLINK GITHUB, LINKEDIN, EMAIL ADDRESS  
\*CHECK LINKS\*

# SUMMARY

---





# QUESTIONS TO ASK YOURSELF:



1: WHAT'S MY SPECIALIZATION?  
(DATA MINING, DATABASE DESIGN, ETC.)



2: WHAT DO I HAVE TO OFFER?  
(UNIQUE/RELEVANT EXPERIENCE)



3: WHY AM I INTERESTED IN THIS INDUSTRY?  
(PASSION, INTEREST, RESEARCH)



# SUMMARY

---



SNAPSHOT OF YOU



2 - 3 SENTENCES



BACKGROUND



DATA EXPERIENCE



PASSION



## SKILLS

INCLUDE ALL TECHNICAL SKILLS  
(MACHINE LEARNING, BIG DATA, PROGRAMMING,  
PLATFORMS, LANGUAGES)

\*MAKE SURE TO INCLUDE EVERYTHING\*



### SKILLS

---

**MACHINE LEARNING:** Scikit- Learn, tensorflow/Keras, NLTK


**DATA WRANGLING:** NumPy, Pandas

**BIG DATA :**Apache Spark, PySpark, MLlib

**PROGRAMMING:**Python ,SQL

**TOOLS & PLATFORMS:**Docker, AWS,Jupyter

**SPOKEN LANGUAGES:** English, French, Portuguese





# PROJECTS


HYPERLINKED, INCLUDE SHORT SUMMARY (1-2 SENTENCES), DATES, AND TOOLS, ALGORITHMS, DATASET

**Project:** [Spam Classification](#)

**Tools:** Python, Matplotlib

**Algorithm:** NLTK

**Dataset:** The dataset is an SMS Spam Collection is a set of SMS tagged messages and contains a set of SMS messages in English of 5,574 messages.





# EDUCATION

NAME OF SCHOOL, TITLE OF CREDENTIAL, AND YEAR  
OF GRADUATION

\*INCLUDES CERTIFICATIONS, RELEVANT COURSES,  
SELF-DIRECTED LEARNING

## EDUCATION

### LIGHTHOUSE LABS

Data Science Diploma

2020

### UNIVERSITY OF BRITISH COLUMBIA

- Bachelor of Integrated Engineering
- Minor in Entrepreneurship from Sauder School of Business

2020





## EXPERIENCE

NAME OF ORGANIZATION, JOB TITLE, DATES,  
TRANSFERABLE SKILLS (APPROX. 3-5 BULLETS)

\* INCLUDES EMPLOYMENT, INTERNSHIPS, UNPAID  
POSITIONS, LEADERSHIP POSITIONS, ETC.



**Lahore University of Management Sciences**  
Research Associate

Nov 2017 – Feb 2018  
Lahore, Pakistan

- Implemented and analyzed a novel technique for sparse signal reconstruction on the sphere based on dictionary of Slepian basis. Research resulted in a novel reconstruction method that greatly reduced errors compared to least squares and other existing techniques.

# WRITING BULLETS

**ACTION VERB**

**COLLABORATE**



**SKILL**

WITH MANAGEMENT  
AND USERS TO  
**DEVELOP**  
**E-COMMERCE**  
**STRATEGIES**



**TASK**

**TO INCREASE**  
**TRAFFIC BY ~20%.**

**HTML**



# WRITING BULLETS

**ACTION VERB**

**PROJECT**

**RESULT**

**HTML**



**MANAGED &  
PRIORITIZED TASKS**

**OF SCIENTIFIC  
RESEARCH AND  
ANALYSIS**



**FOR THE  
COMPLETION OF  
THESIS**







# ACTION VERBS FOR ACCOMPLISHMENT STATEMENTS



CHAired  
CONtrolled  
COOrdinated  
EXECuted  
HEAded  
OPERated  
ORGAnized  
OVERSAW  
PLANNed  
PRODUCed  
PROGRAMMED  
ADMINISTERed  
BUILT  
CHARTed  
CREATED  
DESIGNED  
DEVELOPed  
FOUNDED  
ENGINEERed  
ESTABLISHED  
FORMed  
FORMULATED



IMPLEMEnted  
INCORPORATED  
INITIATED  
INSTITUTed  
INTRODUCed  
LAUNCHEd  
PIONEERed  
SPEARHEADED  
CONSERVED  
CONSOLIDATED  
DECREASED  
DEDUCTed  
DIAGNOSED  
LESSEned  
RECONCILED  
REDUCed  
YIELDed  
ACCELERATED  
ADVANCED  
AMPLIFIED  
BOOSTED  
CAPITALIZED

DELIVERed  
ENHANCED  
EXPANDED  
EXPEDITed  
FURTHERed  
GAINED  
GENERATED  
IMPROVED  
LIFTed  
MAXIMIZED  
OUTPACed  
STIMULATED  
SUSTAINED  
CENTRALIZED  
CLARIFIED  
CONVERTed  
CUSTOMIZED  
INFLUENCED  
INTEGRATED  
MERGED  
MODIFIED  
OVERHAULED



REDESIGNED  
REFINED  
REFOCUSed  
REHABILITATED  
REMODELED  
REORGANIZED  
REVAMPed  
REVITALIZED  
SIMPLIFIED  
STANDARDIZED  
STREAMLINED  
STRENGTHENED  
UPDATED  
UPGRADED  
TRANSFORMED  
ALIGNED  
CULTIVATED  
DIRECTED  
ENABLED  
FACILITATED  
GUIDED  
FOSTERED



HIRED  
INSPIRED  
MENTORED  
MOBILIZED  
MOTIVATED  
RECRUITED  
REGULATED  
SHAPED  
SUPERVISED  
TAUGHT  
TRAINED  
UNIFIED  
UNITED  
ACQUIRED  
FORGED  
NAVIGATED  
NEGOTIATED  
PARTNERED  
SECURED  
ADVISED  
ADVOCATED  
ARBITRATED

COACHED  
CONSULTED  
EDUCATED  
FIELDed  
INFORMed  
RESOLVED  
ANALYZed  
ASSEMBLED  
AUDITED  
CALCULATED  
DISCOVERed  
EVALUATED  
EXAMINED  
FORECASTed  
EXPLORED  
IDENTIFIED  
INTERPRETED  
INVESTIGATED  
MEASURED  
MAPped  
QUALIFIED  
QUANTIFIED

# TRANSFERABLE SKILLS

- PROJECT PLANNING
- ATTENTION TO DETAIL
- COMMUNICATION
- TEAMWORK
- NUMERACY
- COMPUTER SKILLS
- CREATIVE THINKING
- CURIOSITY

- TIME MANAGEMENT
- ABILITY TO INTERPRET
- DECISION MAKING
- PROBLEM SOLVING
- QUICK LEARNER



- PROJECT MANAGEMENT
- ANALYSIS
- COMPREHENSION
- DEFEND CONCLUSIONS
- EXPERIMENT
- PLANNING
- TESTING

# ADDITIONAL SECTIONS (OPTIONAL)

HACKATHONS/MEET-UPS



PUBLICATIONS

HONORS/AWARDS



PRESENTATIONS

KAGGLE EVENTS



VOLUNTEERING



# ADDITIONAL SECTIONS (OPTIONAL)

## EXTRAS

### **Dataquest , *Data Scientist Path***

Dec 2018- Present

Learned how to program in popular data science languages, properly manipulate data, make predictions using statistics and machine learning and how to utilize collaboration tools like Git and SQL databases

### **MachineHack, Hackathon**


Oct- 2018

Who Let The Dogs Out: Pets Breed Classification hackathon to predict if the image in test dataset is that of a cat or a dog and further predict the breed of the dog

### **Data Scientist Around the World**

Jan 2017- Present

Monthly virtual meetup where Data Scientist from around the world gather for an hour via zoom and talk about topics ranging from : Data Science trends, new Data Science findings/tools etc...



# ACTIVITY - RESUME CRITIQUE

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# QUICK BREAK

---



# WHAT'S INVOLVED IN BUILDING A RESUME?

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# KNOW ROLE DUTIES & QUALIFICATIONS



JOB POSTINGS



LINKEDIN



MENTORS



COMPANY WEBSITES



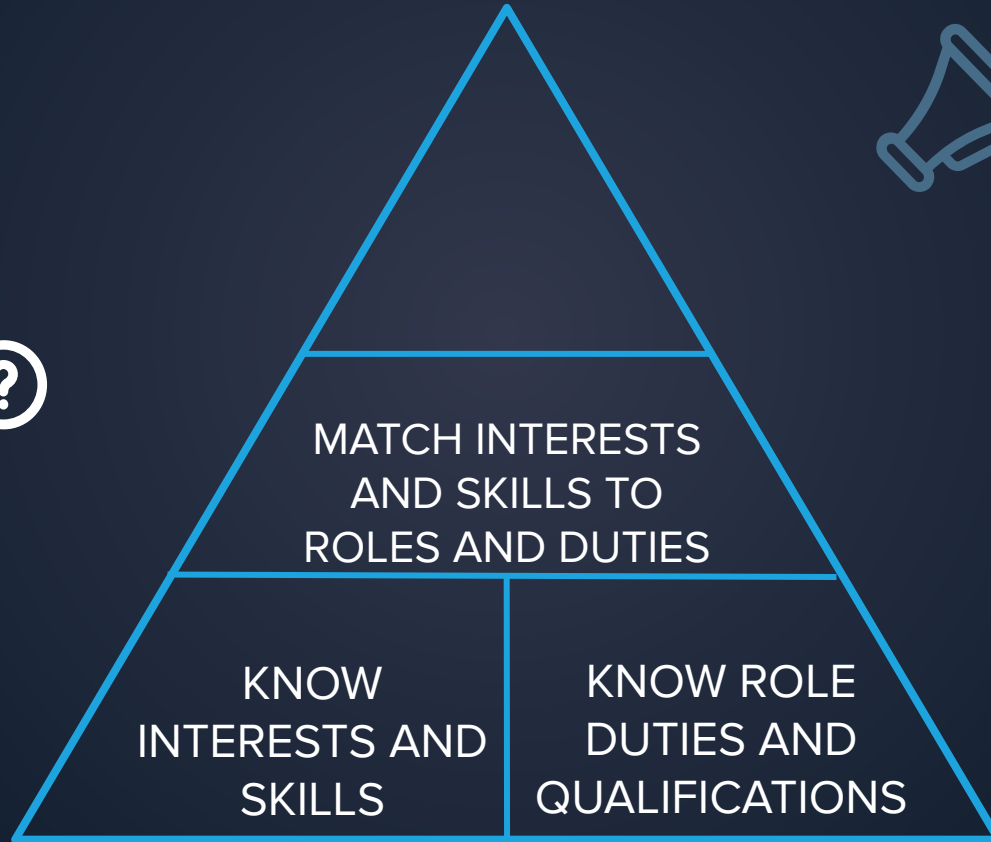
ASK US!



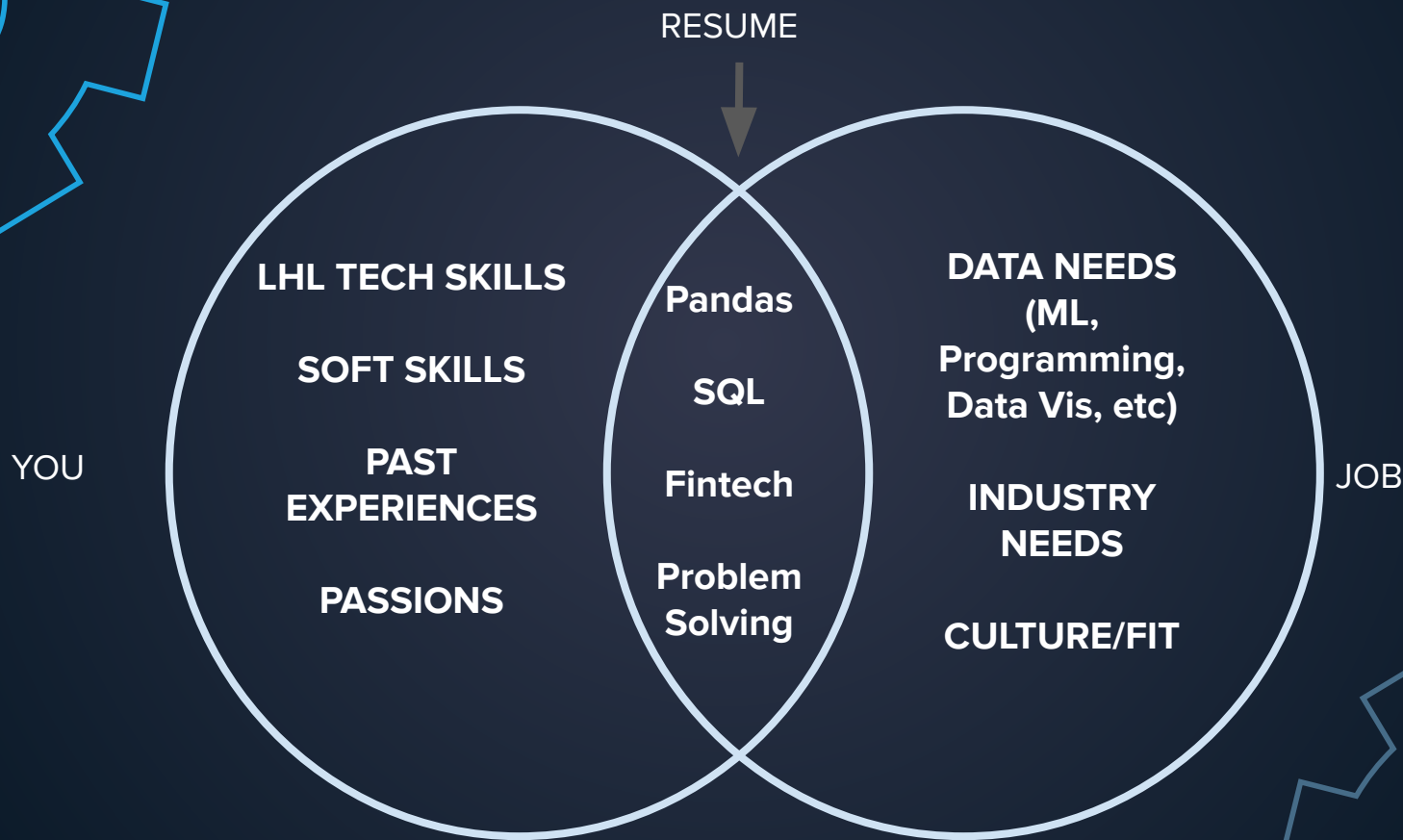


# WHAT'S INVOLVED IN BUILDING A RESUME?

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# HOW TO MATCH YOU & THE JOB



# WHAT'S INVOLVED IN BUILDING A RESUME?

---



# THINKING POSITIVELY

## NEGATIVE

NO INDUSTRY  
EXPERIENCE

MY PROJECTS  
AREN'T PERFECT

MY SKILLS AREN'T  
STRONG ENOUGH



## REFRAME

UNIQUE TRAITS

WHAT DOES THE  
PROJECT  
SHOWCASE?

WHAT DO  
EMPLOYERS  
EXPECT?



## POSITIVE

USE YOUR STORY

SHOWS RESULTS,  
HARD + SOFT SKILLS

PASSION +  
INNOVATION ARE  
KEYS TO SUCCESS

HTML



# CAN YOU DO IT?

---

## The Skillset:

- Extensive SQL knowledge and experience: comfortable working with complex joins, stored procedures, and structured/unstructured data.
- Extensive experience working with Tableau and/or other data visualization platforms: you have a passion for finding the best way to visualize multidimensional and time-series data.
- Excellent communication and presentation skills. Ability to share, discuss, and analyze results with stakeholders who come with varying levels of technical backgrounds.
- Familiarity with languages such as Python/pandas and/or statistical platforms such as R: the more data-manipulation tools you have in your belt, the better!
- B.Sc. in Computer Science, Statistics, Mathematics, Computer Engineering or equivalent experience.

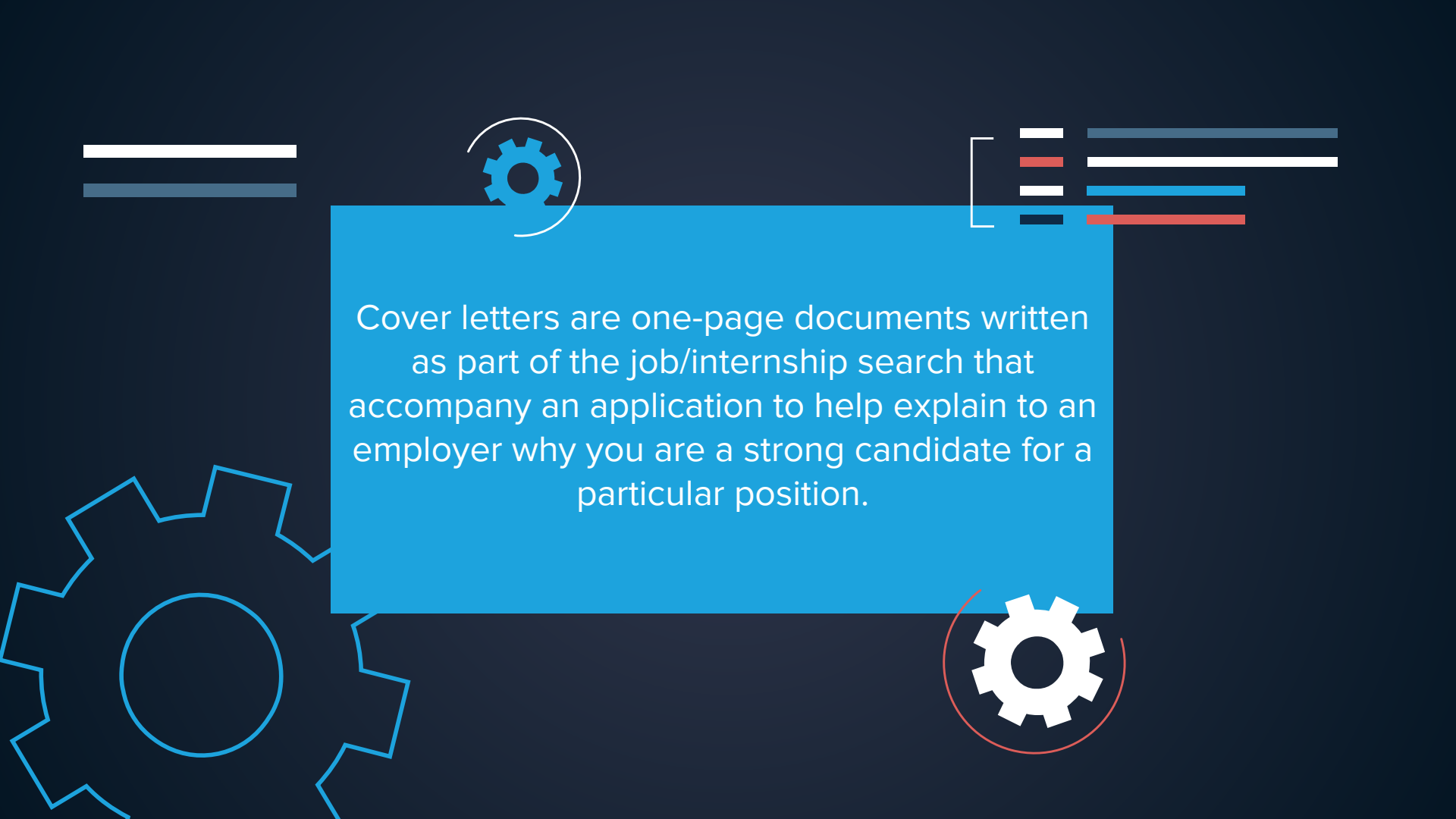
## Nice To Haves

- 2-3 years of relevant experience
- An understanding of data engineering principles (fault tolerance, SLAs & monitoring, dependency management, ...)
- Working experience with data engineering orchestration tools (Airflow, Luigi, ...)
- Knowledge of ecommerce and marketing paradigms (Conversion, attribution, CPAs, ROI, retention, ...)
- Knowledge of industry standard app & device KPIs (Engagement, feature usage, MAUs, funnels, ...)
- Experience with, or a desire to learn, BigData tooling & parallel processing (Map/Reduce, Hadoop, Spark, ...)
- A passion for reading!

# COVER LETTERS

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Cover letters are one-page documents written as part of the job/internship search that accompany an application to help explain to an employer why you are a strong candidate for a particular position.

# HEADER & GREETING

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Name  
City, Province

Today's Date

Person's Name  
Title  
Organization  
City, Province

Dear Name & Team

**PRO TIP:** MAKE SURE TO DOUBLE CHECK EMPLOYER INFO.  
FIND OUT WHO MIGHT BE LOOKING AT YOUR COVER  
LETTER. LINKEDIN IS GREAT FOR THIS!  
ADDRESS IT TO THE PERSON *AND TEAM*



# PARAGRAPHS

## OPENING

+

## BODY

+

## CLOSING

HTML

NAME AND  
BACKGROUND

POSITION TO WHICH  
YOU'RE APPLYING

HOW YOU FOUND  
POSITION OR WHO  
REFERRED YOU

REASON FOR  
INTEREST

TRANSITION  
SENTENCE



REFERENCE JOB  
DUTIES,  
RESPONSIBILITIES,  
QUALIFICATIONS

MATCH THEM WITH  
YOUR OWN SKILLS  
AND EXPERIENCE

SPEAK TO COMPANY  
MISSION, GOALS,  
VALUES

CONVEY PASSION  
FOR SPECIFICS  
ABOUT SAID  
COMPANY



REFERENCE  
ATTACHED  
APPLICATION  
MATERIALS

INCLUDE CONTACT  
INFO (PHONE &  
EMAIL)

INVITE THEM TO  
CONTACT YOU  
WITH QUESTIONS

THANK THEM FOR  
THEIR TIME

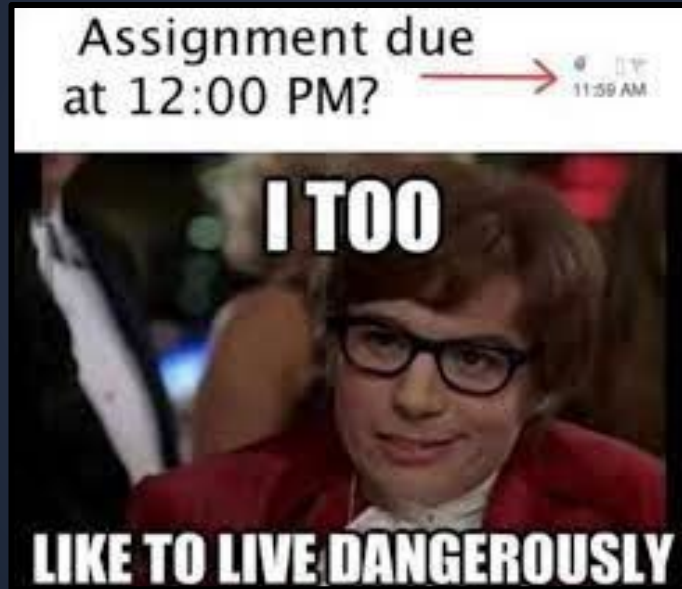
ADD SIGNATURE





# COMPASS: W9D5

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# SEE YOU NEXT TIME

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