

First things first,

Do you have a LIVE resume link?	
Do all of the links in the resume work and open a new tab?	
Is contact information at the top?	
Does contact information include a professional email?	
Do summary and skills sections follow?	

Summary

Is it 3-5 sentences long?	
Do you write in first person? (I)	
Do you mention your background, specialization and passion?	
Does it pass the grammar test? https://www.grammarly.com/grammar-check	

Stuck with your summary? Ask yourself... What is your specialization (data mining, database design, etc.) ? What do you have to offer (unique, relevant experience)? Why are you interested in this industry (passion, interest, research)?

Skills

Do you include all hard (technical skills)?	
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Example Skills Section:

Skills

Machine Learning	Scikit-Learn, Keras, NumPy, Pandas, NLTK, Jupyter Notebooks
Big Data	Apache Spark, PySpark, MLlib, Elasticsearch
Programming	Python, Java, Go, SQL
Tools and Platforms	Docker, Jira, Linux, AWS
Languages	English, Slovenian

Projects:

Are the project titles hyperlinked?	
Do you include a short 1-2 sentence summary?	
Do you include the month and year range you worked on the project?	
Do you include tools, algorithms and dataset?	

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Example Project Section:

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

Do you include Lighthouse Labs?	
Do you include the name of each school? Do they include the title of the credential received?	
Do you include the month and year of graduation?	
Is education listed in reverse-chronological order?	

Experience

REMINDER: The formula for writing bullets:

ACTION VERB + SKILL + TASK

Do you have the job title listed first?	
Beneath job title, do you have the organization name?	
Do you include dates of employment (months and years)	
Do you have 3-5 one-line bullet points beneath outlining your role & highlighting transferable skills?	
Are your experiences listed in reverse chronological order?	

Design

Does the resume fit on one page?	
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Are there no more than 3-4 colours?	
Are there no more than 2 fonts?	
Are the fonts easy to read without zooming in?	

Pro-Tips:

DO NOT USE

-any pronouns outside of your summary

Do not include:

- Full address, date of birth, picture of yourself