

# Tools and tips for resume preparation

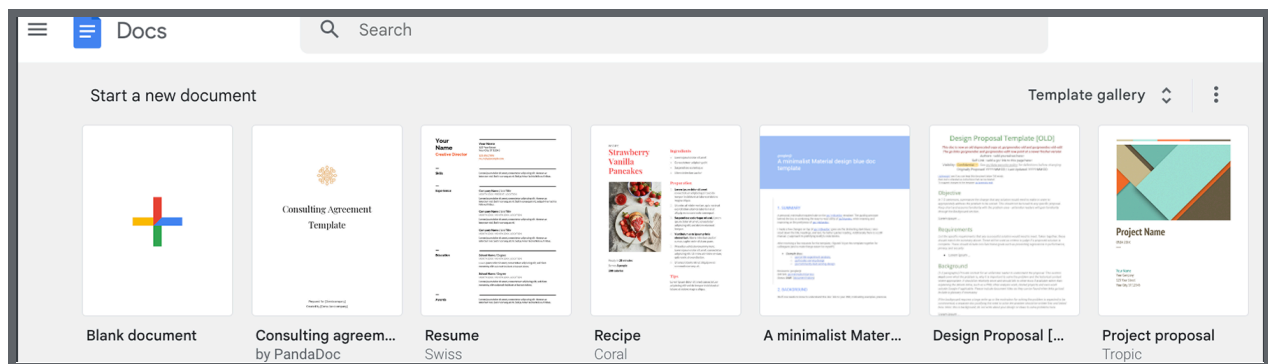
A key tool for your job search as a cloud data analytics professional is your resume. At this point, you've learned how to write and revise your resume. You've also learned what to include in your resume and how to start customizing it with your skills based on the job role you're interested in. In this reading, you'll learn some more resume tips and review an example resume.

## Resume building tools

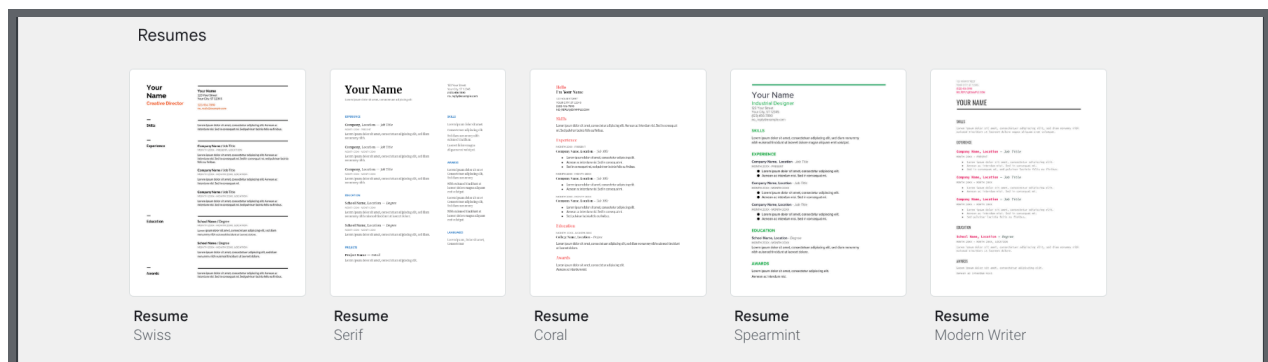
A resume is a formal document that outlines a job applicant's professional background, experience, skills, and education. Resume templates can help you organize the information in your resume in a clear and readable format. Resume templates are available in most word processing programs.

## Steps for using a Google Doc resume template

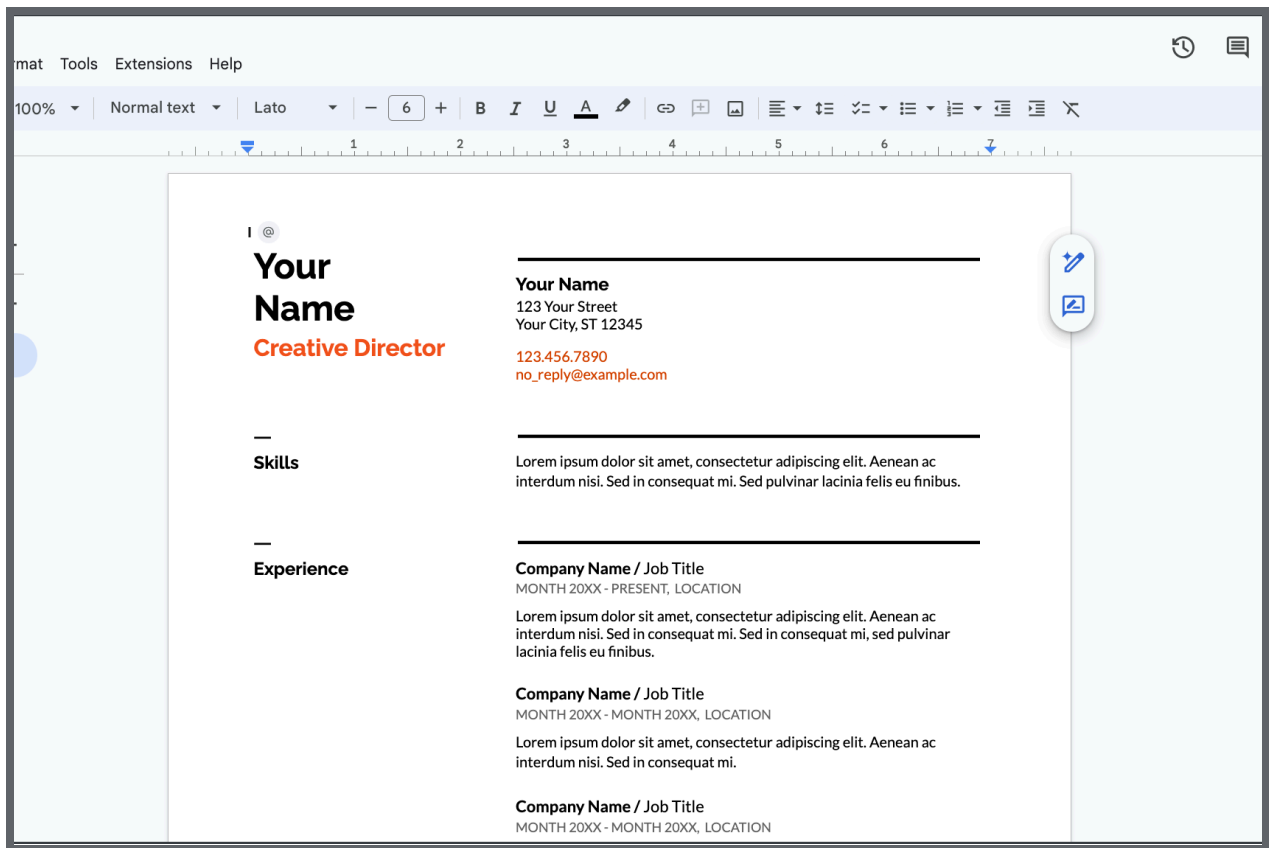
1. Open [Google Docs](#).
2. Select **Template gallery**.



3. Scroll down to **Resumes**.



4. Select a template. A copy of the resume template will open.



5. Fill in the template with information about you that is relevant to the job you are applying for.

**Pro tips:** Proofread your resume carefully and tailor your resume to the job description. Most likely, you won't send the same resume to different employers. Instead, you'll create a specific version of your resume that is most applicable to their job needs!

## Sections of your resume

Common sections to include on your resume are:

- Name and contact information
- Professional summary statement
- Skills
- Experience
- Education
- Awards

## Name and contact information

First, add your name and contact information to the top of the page. Include your name, email, contact number, address, and other professional online profiles you would like to share. Use a font style and size that is easy to read.

## Summary statement

Second, add your summary statement that highlights your professional experience and goals. Generally, this is a short professional introduction of your most important skills and experiences. It's a good idea to review the job description to ensure that you mention the skills and experiences relevant to the position. Your summary statement should be no more than a few sentences.

## Skills

Third, add a bulleted list of your skills that are relevant to the position. You do not need to list every single skill that you have, or every skill in the job description. Just focus on the key skills that match you to the job description.

## Experience

Fourth, add your experience. Include work and volunteer positions that are relevant to the job position in terms of related technical and / or professional experiences. Unless the job description states otherwise, you should list each experience in ascending order, with your most recent experience first.

Generally, for each type of experience your resume should include:

- Job title
- Company name
- Location (city, state)
- Dates of employment
- Job duties / job accomplishments

The order of this information will vary depending on the resume template that you are using. It's a good idea to relate your job duties that correlate to the duties or skills required or preferred in the job description. It's also important to include data to show your results, if possible. For example, you might use the formula "accomplished [X] as measured by [Y], by doing [Z]."

## Education

Fifth, list any education that you've undertaken, including courses like this certificate program.

## Awards (optional)

Last, if you have received any awards or grants you can include them here.

## Putting it all together: Example resumes

Refer to the following documents for samples of a rough and final draft resume.

[Sample resume rough draft](#)

[Sample resume final draft](#)

## Key takeaways

Your resume is one of the most important aspects of your job application. It is the first step in the application process, and it usually determines whether you will get an interview. A resume shows hiring managers who you are and why you are a good fit for the particular role. Using templates and examples can help you organize your information clearly and effectively.

## Resources for more information

Use the following resources to learn more about creating resumes:

- Purdue University's [Resume Workshop](#)
- [How to make a resume](#) on Coursera