



BrainStation Resume Template

ABOUT

Please use the BrainStation Template below for your resume submissions during the bootcamp. Upon graduation, the Career Success Team will compile the final resume submissions into a resume package that will be sent to our 6,500+ hiring partners. Please note that any resumes that do not meet the BrainStation standard will not be included in the resume package.

INSTRUCTIONS

1. Make a copy of this template file for your personal use by clicking “File” → “Make a Copy.”
2. Save the copy in your files. Naming Convention: FirstName_LastName
3. Open the file in Google Docs and edit your copy by inserting your details into the template copy.
4. **Do not** try to remove the extra pages as this will ruin the template formatting. It is okay to submit your resume submissions with the extra pages, as they will be removed by the BrainStation team before we send them out to our hiring partners.
5. To export the file, and maintain your hyperlinks, click “File” → “Download” → “PDF Document.”

FREQUENTLY ASKED QUESTIONS

Can my resume be 2 pages?

- For BrainStation purposes, we require your resumes to be a maximum of 1 page. When applying for roles on your own, you may use a 2-page, however, we do not recommend exceeding 2 pages. **Please note that any resumes longer than 1 page will not be included in the resume package sent to our hiring partners.**
- If you are struggling to fit everything on one page, try to include what is *most recent* and *relevant* to the position(s) that you plan to apply for. Additionally, you can keep in mind that interested employers can always refer to your LinkedIn for a more complete summary of your work history or call you for an interview!

Can I use a different template?

- You may use any template you wish, or even create one once you begin applying for roles on your own. **For BrainStation submissions, please use the BrainStation template.** The reason is that after graduating, we send our graduates' resume packages to our 6,500+ hiring partners and it is our partners' preference that all resumes use the same format so that recruiters and hiring managers can easily scan for the information they need to determine if a candidate is qualified for their role/position.

How can I remove the extra pages?

- For BrainStation purposes, you do not need to worry about the extra pages as the Career Success Team will remove them before sending them out to the hiring partners. However, if you wish to remove the extra pages for your own purposes, **do not** try to remove the extra page in Google Docs as this will ruin the formatting. Instead, download the file as a pdf and remove the extra pages using Adobe or this [free online pdf editor](#).

Do I need to submit a cover letter with the resume submissions?

- No, the cover letter template is provided to you as an example and template to use later on if you wish, but you do not need to submit it in Synapse with your resume submissions.

Meg Herme S

Software Engineer

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PROFILE

I am pursuing a career transformation to leverage my diverse skills in data analysis, administration, and research. As a native French speaker (Europe) with a background in science and computer science, I possess a strong foundation in quantitative skills and data analysis. My experience includes managing hospital data, coordinating events/ceremonies, and contributing as a SR data coordinator. I am fluent in English, French, and Spanish, and bring a unique combination of language proficiency and technical expertise. I completed training for my current position in under 2 weeks whereas the average is 3 months. My ability to handle complex tasks, coupled with my detail-oriented and deadline-driven approach, sets me apart in the pursuit of challenging roles.

SKILLS

Python, R, SQL, ASM, C+, C++, Java, Javascript, HTML, C#, PHP, etc.

EXPERIENCE

Bilingual Data Coordinator | GS1

Mar 2021 – Oct 2021, TORONTO, ON, CA

- Liaised between guests and partners to resolve medium to high complexity issues.
- Data analysis, proofreading, translation, event coordination, communications
- Demonstrated punctuality and organization by collecting and unifying data from various stakeholders to subsidize legal budget instruments

Senior Bilingual Data Coordinator | GS1

Oct 2021 - 2024, TORONTO, ON, CA

- Accountable for direct client support, with a track of building sustainable relationships
- Training of new hires
- Development of new systems, independent website optimization, tools
- Summarized research and analysis in an easy-to-understand and engaging manner, providing insights and recommendations.
- Designed and led the execution of local marketing initiatives by working closely with Marketing and Sales teams.

EDUCATION

BrainStation | Diploma, Software Engineering

DEC 2023 - MAR 2024, TORONTO, ON, CA

Algoma University | Accelerated Bachelors in Computer Sciences

May 2023 - 2024, TORONTO, ON, CA

- Honors

York University | Bachelors in Biomedical Sciences

Sep 2016 - 2020, TORONTO, ON, CA

- Honors

PROJECTS

UX/UI/AI development

MAR 2023, GS1

- Ongoing project, developing personalized AI tool for streamlining software use and processes within the workplace.

JOHN SMITH

DATA SCIENTIST

[Date]

[Hiring Manager's Name]

[Street Address]

[City, State/Province]

[Job Reference ID, if applicable]

Dear [Hiring Manager's Name]

Your opening paragraph must grab your reader's attention. Get them excited about learning more about you. Refer to our AIDA examples. This is also where you state the purpose of your letter. What job are you excited to be applying for?

Paragraph two is where you will market your skills and target them to the position. Here you can focus on your past experience, your educational background, or both. Depending on how much you include, it may make sense to separate this section into two paragraphs (ex. One for your 3 years of professional Data Analysis experience, and a second for your education and soft skills).

Paragraph three is your call to action. You've shown the recruiter how your skills and experience have prepared you to step in and add value to their company, now get them to invite you for an interview. This is the purpose of the cover letter!

Closing,

[Your Name]