We will start in 5 minutes!

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Career Sessions

SDA Rise | 17/10/2022

Presented by:

Noor El-Deen Magdy

ML - RA @WRL - Data Career Mentor
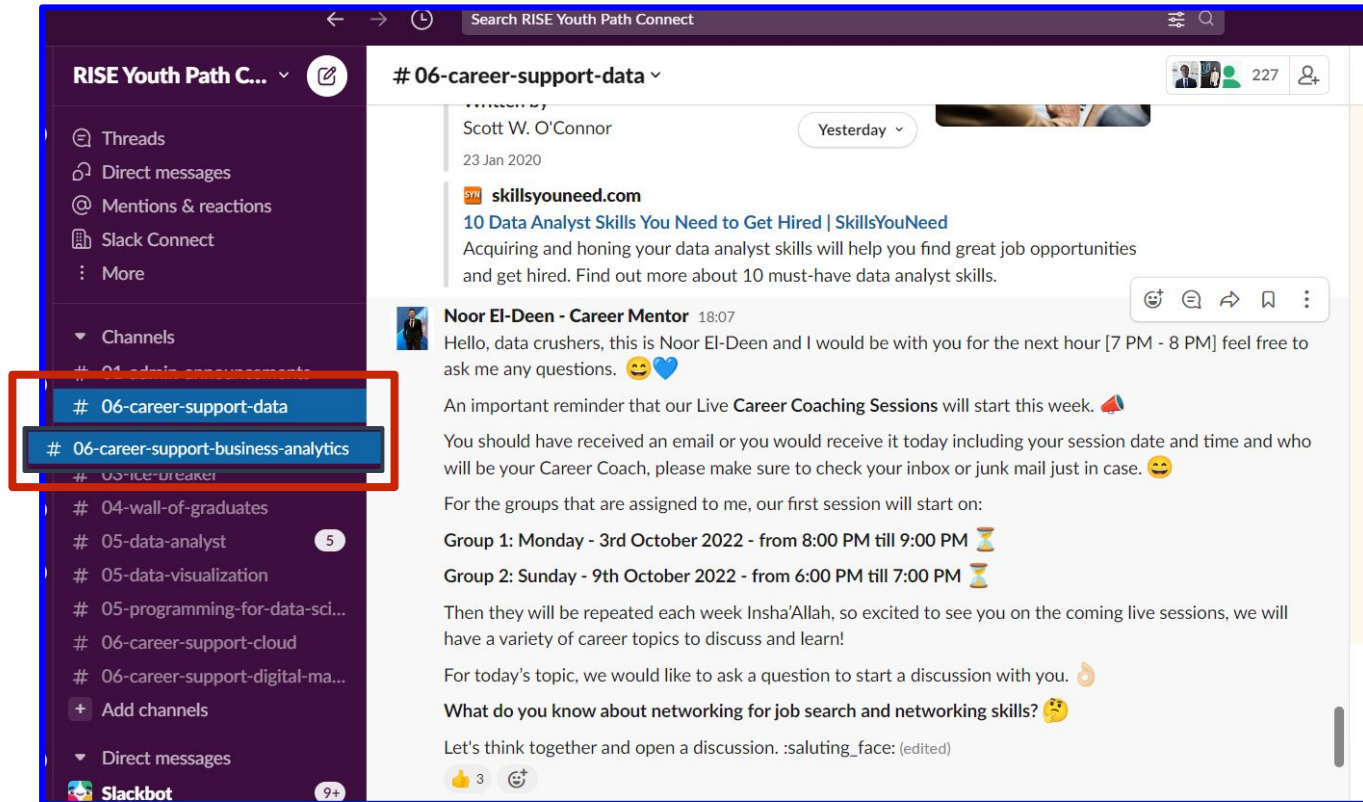

Noor El-Deen Magdy
Data Career Mentor

SDA Rise Career Coaching Sessions - CV Writing Skills

Agenda

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Slack Career Support Channel

Purpose of this Session

Learn how to write **effective resume summary**, tailor your resume to each **job application**, write effective **bullet points** describing your **accomplishments** and make an overall attractive CV.

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RESUME / CV

RESUME: Résumé (summary)

CV: Curriculum vitae (course of life)

1- Purpose of the Resume

❏ The resume/CV's sole purpose is to land you an **interview**. A resume is to give your potential employer a feel for your **past experience and skills**. Remember you are trying to **sell yourself**, so **emphasize** your **strengths**.

❏ The use of a resume goes beyond the **general** application process. Resumes are valuable, documented information about your **life**, **career** and **accomplishments**.

What is the purpose of a resume

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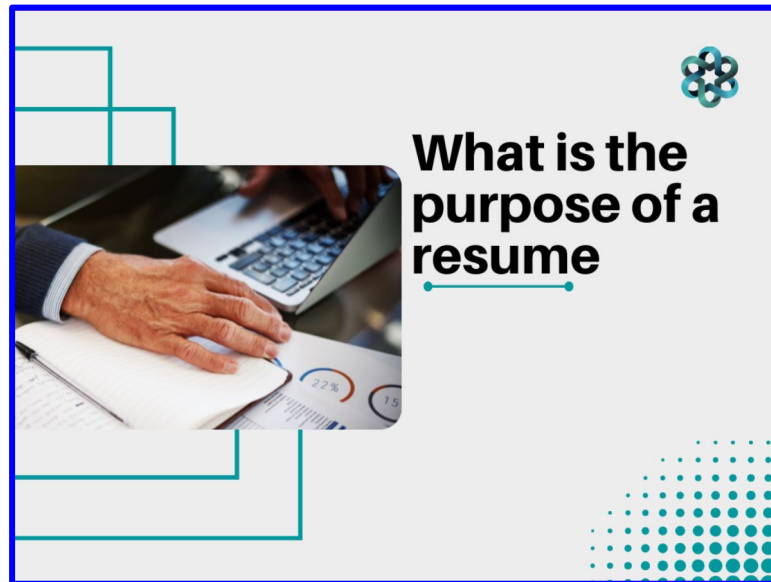
2- Chronological vs Functional Resume

The 3 Best Resume Formats for Job Seekers

Chronological

- Summary
- Experience
- Education
- Skills

Functional

- Summary
- Skills
- Experience
- Education

Combination

- Summary
- Skills
- Experience
- Education

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Sample Resume #1

Riyadh, Saudi Arabia

Arabic

English

Adobe Photoshop

PHP Programming

Android Development

Java Development

JS Java Development

Laravel

Experience

2014 - Present   Senior Officer at RiyadBank

2011 - 2014   Operation Processor at RiyadBank

2010 - 2011   Cashier at Jarir BookStore

Education

2011 - 2013   Diploma in Computer Networks (CCNA), AlKhaleej New Horizon

2007 - 2009   Diploma in Banking Operations, IPA - Institute of Public Administration

Certifications

2018   The Power of Teamwork

2018   Problem Solving

2018   Handling Customer Compliants

2017   Android Basics Nanodegree by Google

2017   Information Security and Compliance Training

2017   AML, KYC, Fraud, and Operational Risk Management

2013   Time Management

2012   Reprot writing Skills

Sample Resume #1

Formatting is not professional (blue column, heading is on top left not in center, timeline bubbles))

Right sections (typically correct order is Heading, Education, Skills, Projects, Experience) **but not in correct order**

Riyadh, Saudi Arabia

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Experience with great companies, but **no useful info on responsibilities**

Summarizes certifications but **no summary of course details / which company delivered it**

Guiding principles for developing a solid resume.

1 **Structure & format** (correct sections, correct headlines & alignment)

Structure & Format

Follows standard format (Heading, Education, Skills, Projects, Experience)

PDF; ONE PAGE ONLY! Font size: Arial or Times New Roman, size 11, or 12

Consistent formatting (bullets, spacing)**)**

Heading that is more distinct, contains relevant info (name, phone number, email and location, relevant links)

Headings of of sections are distinct and emphasized - The company name, title/role, location, etc

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EDUCATION
University of Chicago   Chicago, USA
Bachelor of Arts in Economics   *June 2015*
- GPA: 3.65/4.00, dean's list 2011-2015
- Co-author of publication for 2014 UChicago Undergraduate Business Journal: *"The Turkish Economy Post-2011 Crisis: Why Timing, Faith and Expectations Matter"*

Udacity, Misk Scholarship Program   Riyadh, KSA
Business Analyst ND   *January 2019*
- Identify business issues and analyze / visualize data to inform how to best resolve these issues

SKILLS & LANGUAGES
Skills: Python, C++, Java
Platforms: Tableau, Alteryx, R
Languages: Arabic (Native), English (Proficient), Urdu (intermediate)
Recognition: United Nations Certification Program from Columbia University in New York; Samar Alansari Economics Award for Critical Thinking

PROJECTS / ACHIEVEMENTS (IF APPLICABLE)
Demj   *Dec 2015 - Present*
- Designed a mobile application for uber and careem drivers, that aggregates potential trips from Uber and drivers that helps them select
- Mobile application has increased Uber & Careem revenues by 30%

PROFESSIONAL EXPERIENCE
MM Consulting   Dubai, UAE
Business Analyst   *October 2015- Present*
- Fiscal Consolidation Program: Supported GCC gov't in implementing non-oil revenue initiatives worth ~$30bn as part of nation-wide fiscal consolidation program; further identified new wave of non-oil revenues worth ~$50bn
- Public Schools Transformation Phase 2: Designed concept and established partnerships with telecom players, and set up 'School Education Hotline' for South Asian school department, which is now present in 36 districts

Murad Partners   Manama, Bahrain
Assurance Intern   *Aug - Sept 2014*
- Performed risk assessment analytics by identifying and explaining unusual financial trends in $220M client's financials; shadowed client meetings and researched the client's competitive and industrial environment

campusCATALYST at the University of Chicago   Chicago, Illinois
Analyst   *Oct-Dec 2013*
- Selected from 70+ pool of applicants to consult for Chicago non-profit; gathered and synthesized views of business and non-profit leaders to identify business acceleration opportunities for client
- Client hired marketing manager as per our recommendation

Guiding principles for developing a solid resume

1. **Structure & format** (correct sections, correct headlines & alignment)

2. **Effectively filled sections** (active verbs, personal contribution)

Sections

SIMILAR TO YOUR LINKEDIN!

Projects
- 1 - 3 relevant projects
- 2- 3 bullet points

Experiences
- 3 - 4 experiences
- 3 - 4 bullet points

For **Projects** & *Experiences*
- At least 1 bullet point on **individual contribution**
- At least 1 bullet point on project result (success metrics)

Start with **action verbs** and **correct tenses**

Not longer than 1.5 sentences

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Sections

Includes ND, even if currently incomplete

Includes challenging technologies, e.g. programming languages, frameworks, version control systems, databases, etc

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Key Takeaways

1. Resume is extremely important!

2. Formatting leaves a powerful impression on employer.

3. Demonstrating impact through active verbs & numbers is very important.

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4- Perfect Bullet Points

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Action Verb + **Task or Project** + **Metric or Result**

EXAMPLE

- Created a performance reporting template, achieving an 80% reduction in the preparation time of standard client materials

EXAMPLE #2

- Overhauled Resume Worded's website by redesigning landing pages and improving mobile responsiveness; generated 70% more leads via email capture forms and reduced bounce rate by 20%

Action Verb + **Task or Project** + **Metric or Result**

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5- Tailor your Resume

1. Identify what's most important to the company.

2. Match your resume content with the job description.

3. Reorder, add, remove info and bullet points.

4. Provide compelling evidence.

5. Review everything.

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6- Effective Resume Summary

1. Describe your strong character traits in just a couple of words.

2. Mention your current job title and professional experience.

3. Say how you want to help the employer achieve their goals.

4. Add info on your key achievements to prove you can deliver results when hired.

5. Limit it to 3 or 5 sentences and use numbers whenever possible.

6- Effective Resume Summary

Data Analyst Resume Summary

Disciplined and insightful data analyst with 6+ years of experience analyzing business processes. Eager to leverage big data interpreting and visualizing skills at ABC Inc to drive growth and boost sales results. In current role, identified a major bottleneck, reduced operating costs by over 20%, and saved upwards of USD 500,000 a year.

6- Effective Resume Summary

Teacher Resume Summary

Dedicated secondary education teacher with over 8 years of experience in devising individualized curricula within state standards. Eager to join ABC School to utilize expert knowledge of English as a Second Language (ESL) teaching methodology, including project- and content-based instruction. Prepared 300+ students for international language certifications with a 99% pass rate.

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Common Mistakes

1- **Don't** lie.

2- **Don't** include references.

3- **Don't** use more than two fonts. (Time New Roman, Tahoma, Calibri).

4- **Don't** use graphics.

5- **Don't** include a photo of yourself.

6- **Don't** personal info. (Birthday, Height/Weight, Health, Marital Status, Religion)

7- **Don't** misspell anything at all.

Last Session Assignment:

Reflect on your Technical Skills

- **Then answer the following questions:**
- ❏ Can you choose a specific job role?
- ❏ What are the skills you already know?
- ❏ What do want to learn as of now (skills)?
- ❏ Where do you see yourself in the next 5 years?

Assignment:

Reflect on own CV/Resume

- **Then try to do the following:**

  ❏ Open [template](#), we will also share it on slack.

  ❏ Download [checklist](#) from your Career Portal Resume Review Lesson.

  ❏ Start working on your resume.

Thank you

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