

**We will start in 5 minutes!**

# Career Sessions

**SDA Rise | 17/10/2022**

**Presented by:**

**Noor El-Deen Magdy**

**ML - RA @WRL - Data Career Mentor** 



**Noor El-Deen Magdy**

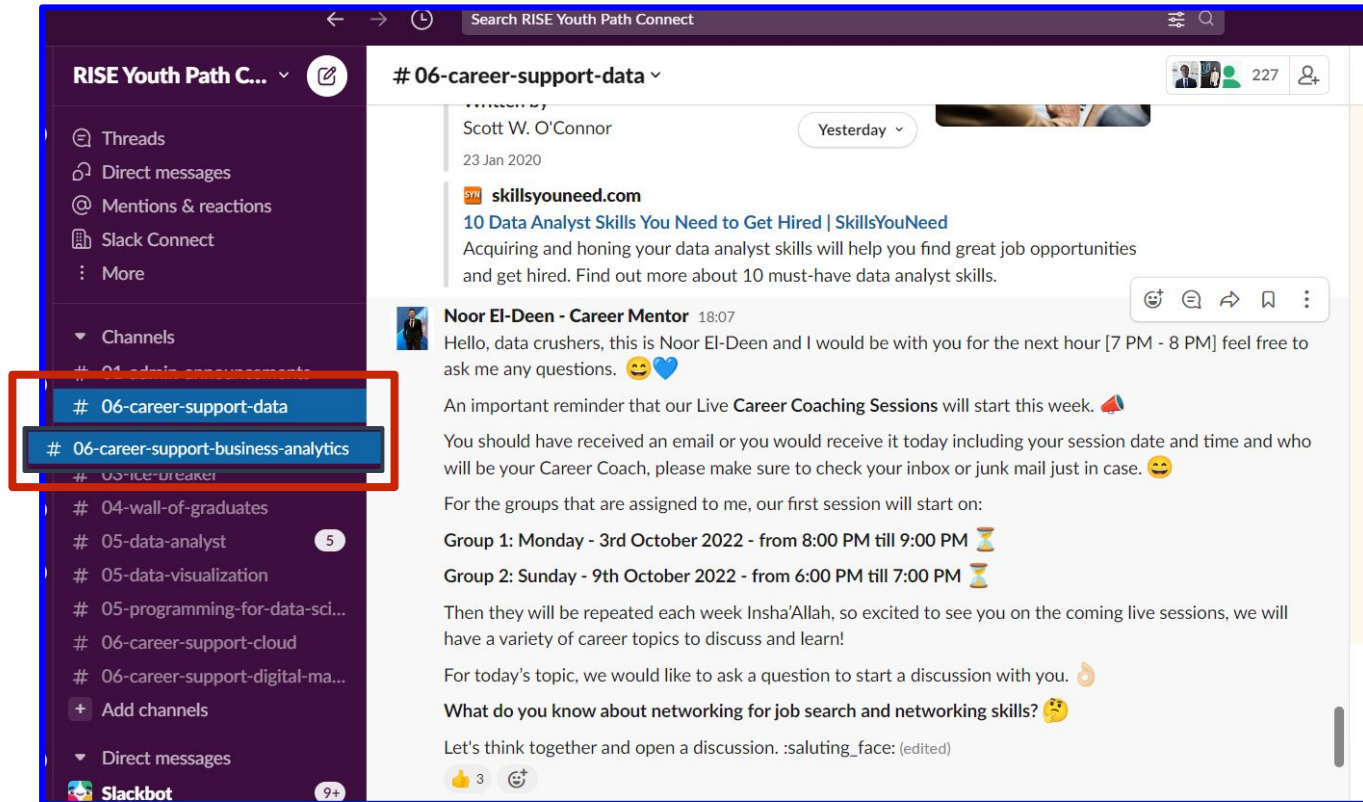
Data Career Mentor

# SDA Rise Career Coaching Sessions - CV Writing Skills


# Agenda

- 01 | Purpose of the Resume
- 02 | Chronological Vs Functional Resume
- 03 | Resume Structure
- 04 | Perfect Bullet Points
- 05 | Tailor your Resume
- 06 | Effective Resume Summary
- 07 | Most Common Resume Mistakes

# Slack Career Support Channel



The screenshot shows a Slack workspace for 'RISE Youth Path Connect'. On the left sidebar, under the 'Channels' section, the channel '# 06-career-support-data' is highlighted with a red box. Below it, '# 06-career-support-business-analytics' is also visible. The main channel view shows a message from Scott W. O'Connor dated 23 Jan 2020, sharing a link to 'skillsyouneed.com' titled '10 Data Analyst Skills You Need to Get Hired | SkillsYouNeed'. Below this, a message from 'Noor El-Deen - Career Mentor' dated 18:07 is visible. The message content includes a greeting, a reminder about live career coaching sessions starting this week, and a discussion prompt about networking for job search.


**RISE Youth Path C...** 



Threads  
Direct messages  
Mentions & reactions  
Slack Connect  
More


▼ Channels

- # 01-admin-announcements
- # 06-career-support-data
- # 06-career-support-business-analytics
- # 05-ice-breaker
- # 04-wall-of-graduates
- # 05-data-analyst 5
- # 05-data-visualization
- # 05-programming-for-data-sci...
- # 06-career-support-cloud
- # 06-career-support-digital-ma...
- + Add channels


▼ Direct messages


 Slackbot 9+


**# 06-career-support-data**  227 

Yesterday 

Scott W. O'Connor  
23 Jan 2020

 **skillsyouneed.com**  
[10 Data Analyst Skills You Need to Get Hired | SkillsYouNeed](#)  
Acquiring and honing your data analyst skills will help you find great job opportunities and get hired. Find out more about 10 must-have data analyst skills.



 **Noor El-Deen - Career Mentor** 18:07

Hello, data crushers, this is Noor El-Deen and I would be with you for the next hour [7 PM - 8 PM] feel free to ask me any questions. 😊💙

An important reminder that our Live **Career Coaching Sessions** will start this week. 📣

You should have received an email or you would receive it today including your session date and time and who will be your Career Coach, please make sure to check your inbox or junk mail just in case. 😊

For the groups that are assigned to me, our first session will start on:

**Group 1: Monday - 3rd October 2022 - from 8:00 PM till 9:00 PM** ⌚

**Group 2: Sunday - 9th October 2022 - from 6:00 PM till 7:00 PM** ⌚

Then they will be repeated each week Insha'Allah, so excited to see you on the coming live sessions, we will have a variety of career topics to discuss and learn!

For today's topic, we would like to ask a question to start a discussion with you. 🗣️

**What do you know about networking for job search and networking skills?** 🤔

Let's think together and open a discussion. :saluting\_face: (edited)

👍 3 🗣️

# 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





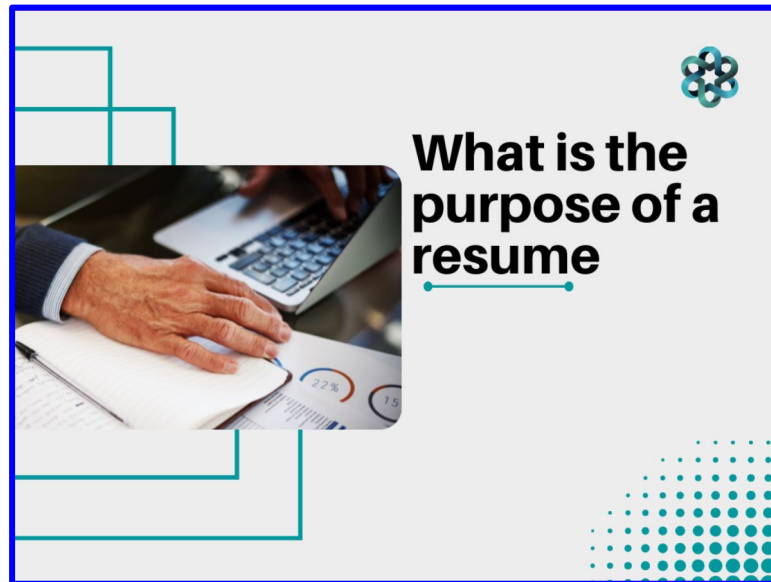
**RESUME: Résumé (summary)**

**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**.



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## 2- Chronological vs Functional Resume

### The 3 Best Resume Formats for Job Seekers

#### Chronological



#### Functional



#### Combination



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# Sample Resume #1

NAME (HIDDEN)

PHONE # (HIDDEN)

EMAIL (HIDDEN)

Riyadh, Saudi Arabia

Arabic

English

Adobe Photoshop

PHP Programming

Android Development

Java Development

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), AIKhaleej 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

NAME (HIDDEN)

PHONE # (HIDDEN)

EMAIL (HIDDEN)

Riyadh, Saudi Arabia

Arabic

English

Adobe Photoshop

PHP Programming

Android Development

Java Development

JS Java Development

Laravel

Experience

2014 - Present Senior Officer at RiyadhBank

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Education

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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

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))

<b>MUZOON FAWAZ MATAR</b> muzoon.mattar@gmail.com +971 544 630036 Sky Gardens, Apt 2915, Dubai, United Arab Emirates <a href="https://www.linkedin.com/in/muzoon-matar/">https://www.linkedin.com/in/muzoon-matar/</a>	
<b>EDUCATION</b> <b>University of Chicago</b> <i>Bachelor of Arts in Economics</i> <ul style="list-style-type: none"><li>GPA: 3.65/4.00, dean's list 2011-2015</li><li>Co-author of publication for 2014 UChicago Undergraduate Business Journal: "The Turkish Economy Post-2011 Crisis: Why Timing, Faith and Expectations Matter"</li></ul>	<b>Chicago, USA</b> June 2015
<b>Udacity, Misk Scholarship Program</b> <i>Business Analyst ND</i> <ul style="list-style-type: none"><li>Identify business issues and analyze / visualize data to inform how to best resolve these issues</li></ul>	<b>Riyadh, KSA</b> January 2019
<b>SKILLS &amp; LANGUAGES</b> <b>Skills:</b> Python, C++, Java <b>Platforms:</b> Tableau, Alteryx, R <b>Languages:</b> Arabic (Native), English (Proficient), Urdu (intermediate) <b>Recognition:</b> United Nations Certification Program from Columbia University in New York; Samar Alansari Economics Award for Critical Thinking	
<b>PROJECTS / ACHIEVEMENTS (IF APPLICABLE)</b> <u><b>Demj</b></u> <ul style="list-style-type: none"><li>Designed a mobile application for uber and careem drivers, that aggregates potential trips from Uber and drivers that helps them select</li><li>Mobile application has increased Uber &amp; Careem revenues by 30%</li></ul>	
<b>PROFESSIONAL EXPERIENCE</b>	
<b>MM Consulting</b> <i>Business Analyst</i> <ul style="list-style-type: none"><li><u>Fiscal Consolidation Program</u>: 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</li><li><u>Public Schools Transformation Phase 2</u>: 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</li></ul>	<b>Dubai, UAE</b> October 2015- Present
<b>Murad Partners</b> <i>Assurance Intern</i> <ul style="list-style-type: none"><li>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</li></ul>	<b>Manama, Bahrain</b> Aug - Sept 2014
<b>campusCATALYST at the University of Chicago</b> <i>Analyst</i> <ul style="list-style-type: none"><li>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</li><li>Client hired marketing manager as per our recommendation</li></ul>	<b>Chicago, Illinois</b> Oct-Dec 2013

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

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



# Guiding principles for developing a solid resume

- 1 **Structure & format** (correct sections, correct headlines & alignment)
- 2 **Effectively filled sections** (active verbs, personal contribution)



# Sections

## Projects

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

## Experiences

- 3 - 4 experiences
- 3 - 4 bullet points

### MUZOON FAWAZ MATAR

muzoon.mattar@gmail.com

+971 544 630036

Sky Gardens, Apt 2915, Dubai, United Arab Emirates

<https://www.linkedin.com/in/muzoon-matar/>

#### EDUCATION

University of Chicago

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Chicago, USA

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- 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

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January 2019

- Identify business issues and analyze / visualize data to inform how to best resolve these issues

#### SKILLS & LANGUAGES

Skills: Python, C++, Java

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#### PROJECTS / ACHIEVEMENTS (IF APPLICABLE)

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Dec 2015 - Present

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- Mobile application has increased Uber & Careem revenues by 30%

#### PROFESSIONAL EXPERIENCE

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Business Analyst

Dubai, UAE

October 2015- Present

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SIMILAR TO  
YOUR  
LINKEDIN!

## 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

# Sections

Includes ND, even if  
currently incomplete

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



# 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

**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 you 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

