

## DATA SCIENCE RESUME BUILDING—Key Things To Note

1. Start with a profile summary to highlight your professional journey, your key competence and most importantly what you offer to the company

Note: don't talk about yourself and what the company can do for you. Rather focus on how you will help the company achieve their goals

2. Add your skillsets to catch the eyes of recruiters. Note that they don't have the time to go through your long resume as well as thousands of other applicants, you are not the only one applying for the position so catch their attention as soon as possible.

**The skills section isn't optional especially for technical positions, this is a necessity.** Recruiters likely do a keyword search as a first step in viewing your resume, so you want to make sure key terms like Python, SQL, Excel, Machine learning, NLP, Visualisation, etc are highlighted.

Also note, only list technical skills or tools here; you do not need to list soft skills like leadership or communication.

3. **MOST IMPORTANT:**

Add relevant **academic** projects.

Add relevant **industry** projects

NB: the name of the project and its core benefit to the company  
the name of the company  
the duration that you work for them

4. Highlight any achievements from academics and industry if any

5. Academic details should be from your graduation (Degree/PG) onwards.

6. Make sure to add any relevant certifications achieved.

7. **IMPORTANT:**

Include your LinkedIn, Github, Kaggle, Medium, Personal websites/blogs links.  
Include a full description of the project.

This gives you credibility for recruiters to trust your competency

8. Make it concise and not more than 2 pages, remember you are not the only applicant

9. Use bullet points for the sake of ATS and Consistent font size: SANS SERIF

10. Make multiple copies of your resume

11. Keep your social media clean and related to the job you are interested

<https://www.socialintel.com/>

**NB: The Application Tracking System (ATS)**

Can be used to screen your resume and it basically looks for keywords and track simple things like spelling mistakes.

Avoid using slangs since the ATS don't understand slangs and might ignore that session

E.g. "Previous Gigs" instead of "Previous Experience"

## Tools:

To generate sample resume

<https://www.hiration.com/>

<https://novoresume.com/>

To discover the keywords in the job description

<https://www.wordclouds.com/>

Free resume review

<https://www.topresume.com/>