



## Creating and Updating Your Resume Part II

# Creating and Updating Your Resume Series

---

## Part I:

- Getting started
- Considerations before writing resumes
- Resume formats

## Part II:

Resume sections

- Header
- Opening and summary
- Experience  
PAR statements

## Part III:

- Resume sections continued
  - Education
  - Additional information
- Resume tips

A person in a dark suit and white shirt is seated at a light-colored wooden desk. Their left hand is raised, palm facing forward, in a gesturing motion. Their right hand is clasped together on the desk. In front of them is a resume titled "RESUME" with some text visible below it. A green bracket highlights the title "Part II: Resume Sections".

## Part II: Resume Sections

# Resume Components

|  |   |
|--|---|
| NAME   |   |
| CITY, STATE/REGION<br>LINKEDIN URL   | PHONE: (123) 555-5555<br>EMAIL: EMAIL@EXAMPLE.COM |
| <b>ANALYTICS LEADER</b><br>An analytics leader with demonstrated success partnering cross functionality.   |   |
| <b>Analytical Programs:</b> SQL, R, SPSS, Adobe Analytics, Tableau, SAS Enterprise Miner   |   |
| <b>Hands-on experience with:</b> Exploratory Data Analysis, Time Series Analysis, Forecasting, Cluster Analysis, Segmentation, Regression Analysis, Neural Network Models, Decision Trees, Text Analysis (using Python), Full Factorial Multivariate Testing, A/B Testing, Pre/Post Analysis, Survival Analysis  |   |
| <b>PROFESSIONAL EXPERIENCE</b>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b><br>Recruited and managed team of analysts delivering actionable insights to optimize the site experience and conversion. <ul style="list-style-type: none"><li>Owner of Global Testing Governance, proactively identified interactions between tests across teams before launch</li></ul>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b><br>Promoted into role. Managed global data team (based in London). <ul style="list-style-type: none"><li>Increased operational efficiency by 50% by identifying new opportunities to create self-service tools for the marketing team, data aggregation in SQL, weekly dashboard delivery and analysis</li><li>Hired and trained 60 analysts on how to perform Regression Analysis and Full Factorial MVT test analysis</li></ul>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b> <ul style="list-style-type: none"><li>Managed global data team (based in London)</li><li>Increased operational efficiency by 50% by identifying</li><li>Created actionable behavioral segmentation of the digital customer base using Cluster Analysis</li><li>Evaluated opportunities for testing</li></ul>  |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b> <ul style="list-style-type: none"><li>Delivered market research, segmentations, research posters, and communication campaigns designed to support managed care organizations (MCO's), pharmacy benefit managers, and disease management (DM) clients</li><li>Built Neural Network models to forecast hourly electric load</li><li>Developed numerous Econometric Time Series Analysis models and forecasts for load and capacity planning and for submission to the DPU</li></ul> |   |
| <b>EDUCATION</b>   |   |
| Thayer School of Engineering at Dartmouth<br>Professional Certificate in Applied Data Science  | 12/2020   |
| University/College, City, State/Region<br>Degree and Major   | MM/YYYY   |
| <b>MEMBERSHIPS</b>   |   |
| Data Science Council of America (DASCA), member since 2019   |   |
| INFORMS, member since 2020   |   |

1. Header

2. Summary and/or technical skills

3. Professional experience

\*Chrono-functional format would group relevant positions first with an “Additional Experience” section below it for other work experience.

4. Education

5. Memberships, awards, volunteer information  
(not shown but should be included)



# Resume: Header

---

Resume header example

**Jane Smith**

City, State, Region

[jsmith@email.com](mailto:jsmith@email.com) | [www.linkedin.com/in/janesmith12](http://www.linkedin.com/in/janesmith12) | 555.555.5555

# Resume: Opener and Summary

|  |   |
|--|---|
| NAME   |   |
| CITY, STATE/REGION<br>LINKEDIN URL   | PHONE: (123) 555-5555<br>EMAIL: EMAIL@EXAMPLE.COM |
| <b>ANALYTICS LEADER</b><br>An analytics leader with demonstrated success partnering cross functionality.   |   |
| <b>Analytical Programs:</b> SQL, R, SPSS, Adobe Analytics, Tableau, SAS Enterprise Miner   |   |
| <b>Hands-on experience with:</b> Exploratory Data Analysis, Time Series Analysis, Forecasting, Cluster Analysis, Segmentation, Regression Analysis, Neural Network Models, Decision Trees, Text Analysis (using Python), Full Factorial Multivariate Testing, A/B Testing, Pre/Post Analysis, Survival Analysis  |   |
| <b>PROFESSIONAL EXPERIENCE</b>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b><br>Recruited and managed team of analysts delivering actionable insights to optimize the site experience and conversion. <ul style="list-style-type: none"><li>Owner of Global Testing Governance, proactively identified interactions between tests across teams before launch</li></ul>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b><br>Promoted into role. Managed global data team (based in London). <ul style="list-style-type: none"><li>Increased operational efficiency by 50% by identifying new opportunities to create self-service tools for the marketing team, data aggregation in SQL, weekly dashboard delivery and analysis</li><li>Hired and trained 60 analysts on how to perform Regression Analysis and Full Factorial MVT test analysis</li></ul>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b> <ul style="list-style-type: none"><li>Managed global data team (based in London)</li><li>Increased operational efficiency by 50% by identifying</li><li>Created actionable behavioral segmentation of the digital customer base using Cluster Analysis</li><li>Evaluated opportunities for testing</li></ul>  |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b> <ul style="list-style-type: none"><li>Delivered market research, segmentations, research posters, and communication campaigns designed to support managed care organizations (MCO's), pharmacy benefit managers, and disease management (DM) clients</li><li>Built Neural Network models to forecast hourly electric load</li><li>Developed numerous Econometric Time Series Analysis models and forecasts for load and capacity planning and for submission to the DPU</li></ul> |   |
| <b>EDUCATION</b>   |   |
| Thayer School of Engineering at Dartmouth<br>Professional Certificate in Applied Data Science  | 12/2020   |
| University/College, City, State/Region<br>Degree and Major   | MM/YYYY   |
| <b>MEMBERSHIPS</b>   |   |
| Data Science Council of America (DASCA), member since 2019   |   |
| INFORMS, member since 2020   |   |

Opener

Skills summary

Purpose of the resume opener:

- Eye-catching
- Provides the reader with context or an overview
- Highlights your personal brand

Types of resume openers:

- Summary
- Combination of summary and list of skills or
- Combination of summary and objectives

# Resume: Experience Sections

|   |   |
|---|---|
| NAME  |   |
| CITY, STATE/REGION<br>LINKEDIN URL  | PHONE: (123) 555-5555<br>EMAIL: EMAIL@EXAMPLE.COM |
| <b>ANALYTICS LEADER</b><br>An analytics leader with demonstrated success partnering cross functionality.  |   |
| <b>Analytical Programs:</b> SQL, R, SPSS, Adobe Analytics, Tableau, SAS Enterprise Miner  |   |
| <b>Hands-on experience with:</b> Exploratory Data Analysis, Time Series Analysis, Forecasting, Cluster Analysis, Segmentation, Regression Analysis, Neural Network Models, Decision Trees, Text Analysis (using Python), Full Factorial Multivariate Testing, A/B Testing, Pre/Post Analysis, Survival Analysis |   |
| <b>PROFESSIONAL EXPERIENCE</b>  |   |
| Organization, City, State/Region  | MM/YYYY   |
| <b>Title</b><br>Recruited and managed team of analysts delivering actionable insights to optimize the site experience and conversion.   |   |
| • Owner of Global Testing Governance, proactively identified interactions between tests across teams before launch  |   |
| Organization, City, State/Region  | MM/YYYY   |
| <b>Title</b><br>Promoted into role. Managed global data team (based in London).   |   |
| • Increased operational efficiency by 50% by identifying new opportunities to create self-service tools for the marketing team, data aggregation in SQL, weekly dashboard delivery and analysis   |   |
| • Hired and trained 60 analysts on how to perform Regression Analysis and Full Factorial MVT test analysis  |   |
| Organization, City, State/Region  | MM/YYYY   |
| <b>Title</b><br>Managed global data team (based in London)  |   |
| • Increased operational efficiency by 50% by identifying  |   |
| • Created actionable behavioral segmentation of the digital customer base using Cluster Analysis  |   |
| • Evaluated opportunities for testing   |   |
| Organization, City, State/Region  | MM/YYYY   |
| <b>Title</b><br>Delivered market research, segmentations, research posters, and communication campaigns designed to support managed care organizations (MCO's), pharmacy benefit managers, and disease management (DM) clients  |   |
| • Built Neural Network models to forecast hourly electric load  |   |
| • Developed numerous Econometric Time Series Analysis models and forecasts for load and capacity planning and for submission to the DPU   |   |
| <b>EDUCATION</b>  |   |
| Thayer School of Engineering at Dartmouth<br>Professional Certificate in Applied Data Science   | 12/2020   |
| University/College, City, State/Region<br>Degree and Major  | MM/YYYY   |
| <b>MEMBERSHIPS</b>  |   |
| Data Science Council of America (DASCA), member since 2019  |   |
| INFORMS, member since 2020  |   |

## Possible experience section headings:

- Work/professional experience
- Developer experience
- Marketing experience
- Data experience
- Product management experience
- Leadership experience
- Military experience
- Additional experience (*for experience that does not fit into another section*)



# Resume: Experience Details

| NAME   |   |
|--|---|
| CITY, STATE/REGION<br>LINKEDIN URL   | PHONE: (123) 555-5555<br>EMAIL: EMAIL@EXAMPLE.COM |
| <b>ANALYTICS LEADER</b><br>An analytics leader with demonstrated success partnering cross functionality.   |   |
| <b>Analytical Programs:</b> SQL, R, SPSS, Adobe Analytics, Tableau, SAS Enterprise Miner   |   |
| <b>Hands-on experience with:</b> Exploratory Data Analysis, Time Series Analysis, Forecasting, Cluster Analysis, Segmentation, Regression Analysis, Neural Network Models, Decision Trees, Text Analysis (using Python), Full Factorial Multivariate Testing, A/B Testing, Pre/Post Analysis, Survival Analysis  |   |
| <b>PROFESSIONAL EXPERIENCE</b>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b><br>Recruited and managed team of analysts delivering actionable insights to optimize the site experience and conversion. <ul style="list-style-type: none"><li>Owner of Global Testing Governance, proactively identified interactions between tests across teams before launch</li></ul>   |   |
|  | MM/YYYY   |
| <b>Title</b><br>Promoted into role. Managed global data team (based in London). <ul style="list-style-type: none"><li>Increased operational efficiency by 50% by identifying new opportunities to create self-service tools for the marketing team, data aggregation in SQL, weekly dashboard delivery and analysis</li><li>Hired and trained 60 analysts on how to perform Regression Analysis and Full Factorial MVT test analysis</li></ul>   |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b> <ul style="list-style-type: none"><li>Managed global data team (based in London)</li><li>Increased operational efficiency by 50% by identifying</li><li>Created actionable behavioral segmentation of the digital customer base using Cluster Analysis</li><li>Evaluated opportunities for testing</li></ul>  |   |
| Organization, City, State/Region   | MM/YYYY   |
| <b>Title</b> <ul style="list-style-type: none"><li>Delivered market research, segmentations, research posters, and communication campaigns designed to support managed care organizations (MCO's), pharmacy benefit managers, and disease management (DM) clients</li><li>Built Neural Network models to forecast hourly electric load</li><li>Developed numerous Econometric Time Series Analysis models and forecasts for load and capacity planning and for submission to the DPU</li></ul> |   |
| <b>EDUCATION</b>   |   |
| Thayer School of Engineering at Dartmouth<br>Professional Certificate in Applied Data Science  | 12/2020   |
| University/College, City, State/Region<br>Degree and Major   | MM/YYYY   |
| <b>MEMBERSHIPS</b>   |   |
| Data Science Council of America (DASCA), member since 2019   |   |
| INFORMS, member since 2020   |   |

## Work experience details:

- **Organization name:** full/official name  
Include a parent and subsidiary if you work for the subsidiary
- **Position title**
- **Department** (if applicable)
- **Location of employer**
- **Dates of employment** (ensure all dates on your resume are written consistently)



A person's hands are visible, one holding a pen and the other resting on a resume template. The resume is titled 'RESUME' and has a section for 'PAR Statements' highlighted with a green bracket. The background is a blurred office setting.

## Resume: PAR Statements



# Resume PAR Statements

---

Creating bullets in the problem, action, and result (PAR) format

Problem

Use strong  
action verbs

Action

What did  
you do?

Result

Business  
impact



# Resume PAR Statements

---

## Original resume bullet example:

Provided solutions to the customer by collecting error logs and finding root cause

## PAR resume bullet example:

Utilized root cause analysis to uncover improvement opportunities, resulting in a 15% efficiency increase for the marketing department



# Resume PAR Statements

---


## PAR resume bullet examples:

Utilized root cause analysis to uncover improvement opportunities resulting in 15% increase in efficiency for marketing department

Increased efficiency by 15% in the marketing department by uncovering improvement opportunities using root cause analysis

# Resume: Experience Details

## Resume bullets recap:

- Focus on transferable skills.
- List the most relevant information in the first bullet for each position.
- Reference the job description for keywords and test for alignment.
- Each bullet tells a story (PAR statements).
- Be honest.
- Exclude periods.
- Use the correct tense.
- Highlight key accomplishments. 
- Begin bullet points with an action verb.

| Leadership   |             |              |             |              |
|--------------|-------------|--------------|-------------|--------------|
| Administered | Converted   | Generated    | Managed     | Reorganized  |
| Analyzed     | Coordinated | Handled      | Merged      | Replaced     |
| Appointed    | Decided     | Headed       | Motivated   | Restored     |
| Approved     | Delegated   | Hired        | Organized   | Reviewed     |
| Assigned     | Developed   | Hosted       | Originated  | Scheduled    |
| Attained     | Directed    | Improved     | Overhauled  | Streamlined  |
| Authorized   | Eliminated  | Incorporated | Oversaw     | Strengthened |
| Chaired      | Emphasized  | Increased    | Planned     | Supervised   |
| Considered   | Enforced    | Initiated    | Presided    | Terminated   |
| Consolidated | Enhanced    | Inspected    | Prioritized |              |
| Contracted   | Established | Instituted   | Produced    |              |
| Controlled   | Executed    | Led          | Recommended |              |

| Research   |             |              |            |              |
|------------|-------------|--------------|------------|--------------|
| Analyzed   | Conducted   | Determined   | Explored   | Installed    |
| Assembled  | Conserved   | Determined   | Extracted  | Interpreted  |
| Built      | Constructed | Developed    | Fabricated | Interviewed  |
| Calculated | Converted   | Diagnosed    | Formulated | Invented     |
| Clarified  | Critiqued   | Engineered   | Fortified  | Investigated |
| Collected  | Debugged    | Evaluated    | Gathered   | Located      |
| Compared   | Designed    | Examined     | Identified | Maintained   |
| Computed   | Detected    | Experimented | Inspected  | Measured     |