



GUIDE TO MAKE PROFESSIONAL RESUME

Employer demand for data science professionals has grown exponentially over the past several years. As applicants attempt to enter this increasingly competitive field, many struggle with the same challenge: nailing the data scientist resume.

These steps below will help you build a comprehensive data science resume and CV from scratch that will stand out to recruiters and hiring managers.

✓ Do your Research :

Employers care more about you wanting a career *with them* than a career in data science.

It is said, "A tailored resume separates applicants who just want any job from those who want this job,"

Read and re-read the job description: The job description is the most important piece of information to keep in mind. Your resume should demonstrate that you fill the job description: in experience, in skills, in location, etc. You should customise your resume in a way that you are the most perfect person for the job role the company has mentioned.

This doesn't necessarily mean you need to do a wholesale rewrite and redesign every time you apply for a job! But, at a minimum, if you notice important keywords and skills mentioned in the job posting, you be sure the resume you're sending highlights your skills in those areas, and makes use of those keywords.

✓ Choose a Template :

While every resume will always include information like past work experience, skills, contact information, etc., you should have a resume that is unique to you. That starts with the visual look of the resume, and there are many different ways to accomplish a unique design.

You can create your own resume from scratch, but it may be easier to start with creative resume templates from free sites such as Credde, VisualCV, CVMKR, Enhancv, or even a Google Doc resume template.

Keep in mind that the *type* of resume template you choose is also important. If you're applying to companies with a more traditional feel (the Dells, HPs, and IBMs of the world), try to aim for a more classic, subdued style of resume.

If you're aiming for a company with more of a startup vibe (Google, Facebook, Pinterest, etc.), you can choose a template or create a resume with a little bit more flair, perhaps with some graphics and unique coloring.

You can also choose between a column-style resume (usually better for people struggling to fit everything on one page) or a block-style resume where everything is stacked in one column.

Either way, keep it simple. Again, a hiring manager may only take 30 seconds to scan this document and make a decision, so when in doubt, keep things short and sweet. Don't be afraid of white space in your resume design.

Just remember that although you start with a template, you should take the time to make it your own.

✓ Introduce a **2 line summary on top**. It should briefly announce your primary job role, area of expertise, previous employers and tools you are proficient in. Summary helps if the recruiter doesn't choose to read the resume body.

✓ **Career objective**: Customize your objective based on the position and field (so whenever we share any opening with you, **EVERYTIME change it according to company's desired profile**) you apply.

✓ **Data Science Projects :**

Immediately following your name, headline, and contact information should be your Projects/Publications section. In any resume, especially in the technology industry, the main thing you want to highlight is what you have created.

In the context of a data science resume (or data analyst resume), this might include data analysis projects, machine learning projects, and even published scientific articles. Hiring companies want to see what you can actually *do* with your listed skills. This is the section where you can show off.

Mention at least **2-3 projects you do at top mentor** while training, try to change or mention projects according to company's requirement.

Thus, while you can definitely include personal projects on a resume, you should pick ones with some relevance or connection to the job you're applying for. Projects should demonstrate your technical skills, but ideally, they will also demonstrate how your technical skills are applicable to solving real business problems.

DO Mention **Your Github profile link** for more projects (Make Sure you upload projects there)

FOR EXAMPLE :

Projects/Publications

Project/Publication #1 (you can also link your project to the title)

1. A blurb about the function of your project/what is the purpose of this project

2. How you built out the project, if it was a group project, talk about your contribution as well as what the group did. BE SPECIFIC.
3. Technologies/tools used.
4. Deployed link or article link (if it is not linked to the project name)

Project/Publication #2 (you can also link your project to the title)

1. A blurb about the function of your project/what is the purpose of this project
2. How you built out the project, if it was a group project, talk about your contribution as well as what the group did. BE SPECIFIC.
3. Technologies/tools used.
4. Deployed link or article link (if it is not linked to the project name)

✓ Education :

Although it is great to have a degree, you probably don't want to highlight that first on your resume unless you're a graduating student looking for their first job in a relevant field.

Many resume templates list education first, but if you've got work experience and/or relevant projects to showcase, you'll want to show those off first and put education closer to the bottom.

The only things you should list in the Education section are post-secondary degrees (i.e. community college, college, and graduate degrees). If you went to college but did not receive a degree, it is best not to list that school. If your degree is not relevant to the job you're applying for, you should still list it.

✓ Skills section is not optional :

For technical positions, this is a necessity. Recruiters and hiring managers will most likely do a keyword search as a first step in viewing your resume, so you want to make sure key terms like "Python" or "Machine learning" are highlighted. Only list technical skills or tools here; you do not need to list soft skills like leadership or communication.

The way a recruiter or hiring manager looks at your skills is by *assuming that the skills you list first are your strongest skills*, and the skills you list last are your weakest. For that reason, list your strongest and most relevant skills first, and leave skills where you're less comfortable or that are less likely to be relevant to the position for later in your list.

Don't put things on your resume that you're not willing to be asked in an interview about.

✓Format: Use PDF rather than MS Word for your resume as it avoids any change in formatting and alignment.

✓Keep it minimal:

Most hiring managers spend an average of 60 seconds glancing at a resume. Hence, keeping it minimal to a **page count of not more than 2 pages**.

Recruiters/hiring managers receive a LOT of resumes every day, and *they usually have about 30 seconds to look over someone's resume and make a decision.*

✓ **LinkedIn profile:** It would be a good value addition to insert your LinkedIn profile in the resume but ensure that it is sharp and professional. (Please start updating your linkedin profile)

✓ **Keywords:** Mention your core competencies (Data Science / Python / Tableau/ SQL/ Machine Learning) as **"Keywords" in the resume** This increases the probability of your profile getting shortlisted through the ATS system.

Highlight keywords related to the job you are applying for. The recruiters often scan(not read) through hundreds of resumes in a day. For example: if you apply for a data science role, consider highlighting the modeling techniques, tools used, industries you worked with/ for your employer or client.

Don't worry if it feels as if you're repeating the same skills you plan to list in your skills section. In fact, the more times you can add those key tools, technologies, and skills in your resume, the better. Recruiters and hiring managers often use simple keyword searches to scan resumes, and you want your relevant skills highlighted in as many spots as possible when they search your resume.

✓ **Make it simple and error free :**

Of course, the most important way you demonstrate communication skills on your resume is with your writing itself. Make sure the writing is free of errors, and work to make sure everything is phrased simply and clearly

✓ **Hobbies:** Be realistic about your hobbies. Surprisingly, you may even have questions based on your hobbies.

✓ **If you are experienced professional :**

You can label this section "Experience" or "Professional Experience." Your most recent work experience should be listed on top, with the preceding job below that, and so on in chronological order.

How far back you go in terms of experience is dependent on a few things. Typically you wouldn't want to go back further than five years. However, if you have relevant work experience that goes back further than that, you may want to include that experience as well.

Keep in mind that while you don't have to list *all* of your experience, you want to be sure that whatever you list looks seamless. Gaps of longer than six months in your work experience section are a major red flag for recruiters and hiring managers. If you have such a gap, you most definitely want to explain it on your resume.

For example, if you took two years off to raise children between 2015 and 2017, you still want to add those dates on your resume and state that you were a stay-at-home parent during that period.

When writing this section, each entry should include your job title, the company, the period of time you held the position, and your accomplishments in that role. Keep the formatting uniform across

your resume, but particularly in this section: if you use filled-in bullets for your description of one job, make sure you use the same exact bullet format for all the other job descriptions, too.

The same thing goes for how you list dates on your resume; if you're spelling out the whole month for each work experience date, then make sure you do this in each place on the resume where a date is included.

If you have *relevant* work experience to the job you're applying for (i.e. prior work that's relevant to data science, analytics, etc.), make sure your description consists of mostly *accomplishments* rather than duties. Employers want to see what you actually did, not just what you were supposed to do.

And remember, framing your data science accomplishments in the context of business metrics is a good way to demonstrate that you understand the big picture and know how to translate your analysis results into real business outcomes.

If your work experience is *not* relevant to the job you're applying for, then you only need to include a company name, your job title, and the dates worked. You don't need to take up space with all the details of an irrelevant job.

◆ PS: Your resume is the question paper you give to your hiring managers; please ensure that you are aware of all the information you have added in the resume. Nevertheless, you can expect some Googly as well 😊

Remember, it's possible to get a job and at the same time it's not easy. Trust yourself and start applying to jobs



TOP MENTOR