

Activity Exemplar: Optimize your resume

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To review the exemplar for this course item, click the following link and select *Use Template*.

Link to exemplar: [Data Scientist resume](#) ↗

OR

If you don't have a Google account, you can download the exemplar directly from the following attachment.



Activity Exemplar_ Data Scientist resume
DOCX File

Assessment of Exemplar

Compare the exemplar to your completed activity. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Note: *The exemplar represents one possible way to complete the activity. Your resume will likely differ in certain ways. What's important is that your resume clearly communicates a snapshot of your skills and experience and what value you would bring to the role.*



Your resume should include the components listed below:

- **Contact information:** Your name, location, phone number, email address, and links to your LinkedIn profile (if you have one) and portfolio
- **Skills:** A list of the skills you have that are most relevant to the position, including skills you've learned in this program, skills you've gained in previous education or positions, and your strengths and competencies
- **Experience:** A list of at least three of your past positions in reverse chronological order. Each listing should include the company name, the location, your job title, the dates you worked there, and a description of your responsibilities. Your descriptions should be tailored to the job description of the position you are seeking.
- **Education:** A list of any school you attended after high school in reverse chronological order. Each listing should include the school's location; the degree, diploma, or certificate you earned; and the dates that you attended. It should also include internships, apprenticeships, and any professional certifications or credentials you hold, including the Google Career Certificate in Advanced Data Analytics and the Google Career Certificate in Data Analytics (if applicable).
- **Anything that makes you unique:** A section or sections like "languages," "volunteer work," "projects," "hobbies and interests," or "accomplishments," or anything else that makes you unique and is relevant to the requirements of the role.

Your resume should also be:

- Free of spelling, grammatical, and punctuation errors
- As concise as possible
- No more than 1–2 pages in length

