



Activity Overview

When applying for jobs as a data professional, it's important that you present an effective resume. A compelling resume that showcases your relevant skills and experience can directly impact your chances of becoming a candidate for a position.

In this activity, you will revise your current resume to reflect the experiences, technical abilities, knowledge, and skills you've developed in this program. This will ensure that your resume is tailored for data professional roles and will help you stand out to potential employers.

Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own work. You will not be able to access the exemplar until you have completed this activity.

Scenario

Review the following scenario. Then complete the step-by-step instructions.

To refine your resume for roles in the data analytics field, you will first search for and identify a target role. Then, you will tailor the content in your resume to match the requirements of that role.

To review some best practices for developing a data professional resume, refer to the following reading:

[Resume writers' workshop](#).

Note: Resumes can be presented in a variety of different formats, and some of the sections in your resume might differ from those described in this activity. What is most important is that you update your resume to reflect the skills you've gained in this program and that the language you use is applicable to the position you've identified.

Step-By-Step Instructions

Follow the instructions to complete each step of the activity. Then, answer the questions at the end of the activity before going to the next course item to compare your work to a completed exemplar.

Step 1: Access your resume

To begin, open your current resume. If you don't already have a resume, be sure to complete the following activity before continuing: [Build a resume](#).

> Step 2: Research roles

Think about what you've learned about data professional roles in this program so far, and decide which type of role you would like to pursue. Refer to the following reading to review some of the different types of roles available in this field: [Profiles of data professionals](#).

Consider the tasks and responsibilities that interest you, your current skill set, and your previous experience.

Then, research roles on platforms like [Indeed](#), [LinkedIn Job Search](#), or [CareerBuilder](#) and identify a position that appeals to you.

> Step 3: Complete the email to the new public relations writer

Open another document and take notes on your findings. Record the job title of the role you selected and some of the qualifications and skills required for that position. Read several additional job descriptions for similar roles to identify qualifications and skills that show up frequently and note those as well.

> Step 4: Update your personal information

In your resume document, update your personal information:

Check that your contact information is up to date. Your contact information should include your name, location (such as city and state), phone number, and an email address that is easy to read, relatively short, and avoids too many words or symbols that are unrelated to your name.

If you have a LinkedIn® profile, add a link to it.

Add a link to your portfolio.

If necessary, update your job title with a title that conveys both your current experience and the role you are seeking, such as Data Scientist or Data Analyst.

> Step 5: Update your skills

To update the skills section of your resume, review the notes you took in Step 3 on the role that interests you. Revise this section to include the skills you have that align most closely with the requirements for the position. These can include:

- Technical skills you've learned in this program, such as proficiency in Python and exploratory data analysis
- Skills you've gained in previous positions
- Strengths and competencies, like strong analytical and communication skills

Where applicable, match the language used in the job description since some employers use automation software to filter resumes. For example, if the job description states “understanding of statistical techniques” or “advanced modeling experience” and you have that skill or experience, use that language in your resume, too.

For more best practices about what skills to include in a resume for data analytics roles, refer to the “Putting your skills to the test” section of the [Resume writers' workshop](#)^[7] reading.

> Step 6: Update your experience

The experience section of your resume provides a summary of the positions you have held in your career. Be sure to list at least three positions in reverse chronological order. This can include volunteer roles and other relevant experience. Each listing should include:

- Company name
- Location
- Job title
- Dates you worked there
- A description of your responsibilities and relevant accomplishments

Aim to communicate how your skills and past accomplishments relate to the role you are applying for, and be sure to highlight your transferable skills.

For more best practices about tailoring the experience section of your resume to data analytics roles, refer to the “Writing about your experience” section of the following reading: [Resume writers' workshop](#)^[7].

> Step 7: Update your education

The education section of your resume describes any formal schooling and training you've had. Listing your education helps demonstrate the qualifications and knowledge you bring to a potential employer and shows that you meet the requirements for the opportunity you are seeking.

This section should include the name of any school you attended after high school; its location; the degree, diploma, or certificate you earned; and the dates that you attended. List the schools in reverse chronological order with the most recent first.

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), as well as the month and year of completion.

> Step 8: Add what makes you unique

Complete your resume with a section or sections about what makes you unique. This can include sections like “awards,” “languages,” “volunteer work,” “projects,” “hobbies and interests,” or “accomplishments.” For example, if the role requires someone who is multilingual and you speak several languages, you can add a “languages” section to highlight this skill. Adding your unique skills and experience will help you stand out to potential employers.

> Step 9: Proofread your resume

Finally, carefully proofread your resume for spelling, grammatical, and punctuation errors. You can use the spelling and grammar check tool to help you identify errors, but you should still closely read through every section since this tool does not always find every mistake. You can also ask a friend or colleague to review your resume and provide feedback.

Also, make sure your resume is as concise as possible. Ideally, the length of your resume should be no more than 1–2 pages, particularly early on in your career. If there are places where you can use fewer words to say the same thing, choose a more precise word or concise phrasing. Note that your resume doesn't need to include every responsibility from every job. Once you get an interview, you can go into more details about yourself, but your resume should showcase only your best and most relevant accomplishments.

What to Include in Your Response

Be sure to address the following components in your completed resume:

Your personal information, including your name, job title, address, phone number, email address, and links to your LinkedIn profile and portfolio

The skills you have that align most closely to data analytics and the specific job posting

Your work experience, including each company name and location, your job title, the dates you worked there, and a description of your responsibilities

Your education, including the name of each institution and its location; the degree, diploma, or certificate you earned; and the dates you attended

A section(s) that highlight(s) what makes you unique

Your resume should also:

Use correct grammar, spelling, and punctuation

Be no more than 1–2 pages in length

1. Did you complete this activity?

0 / 1 point

☐ Yes

☐ No

☒ Incorrect
You didn't select an answer.

2. Which of the following actions can you take to help you tailor your resume to data professional roles? Select all that apply.

0.75 / 1 point

☒ Consider how your current skill set and previous experience relate to data professional roles.

☒ Correct
Reflecting on how your skills and experience relate to data professional roles, reviewing [the reading that profiles data professionals](#)[↗], and researching data professional jobs on job platform sites can help prepare you to tailor your resume to those roles.

☒ Select an elaborate resume design that will make you stand out to potential employers and recruiters.

☒ This should not be selected
Complicated resume designs may confuse applicant tracking systems or make it challenging for recruiters to quickly scan a resume for specific information. However, reviewing [the reading that profiles data professionals](#)[↗], reflecting on how your skills and experience relate to those roles, and researching data professional jobs on job platform sites can help you tailor your resume to those roles.

☒ Refer to previous course content to review some of the different types of roles available in data analytics.

☒ Correct

Reviewing [the reading that profiles data professionals](#)^[7], reflecting on how your skills and experience relate to those roles, and researching data professional jobs on job platform sites can help you tailor your resume to those roles.

☒ Research roles on job-search platforms and take notes on some of the skills and qualifications required for jobs that appeal to you.

☒ Correct
Researching data professional jobs on job platform sites, reviewing [the reading that profiles data professionals](#)^[7], and reflecting on how your skills and experience relate to data professional roles can help you tailor your resume to those roles.

3. What should you include in the experience section on your resume? Select all that apply.

0.75 / 1 point

☒ Your transferable skills

☒ Correct
The experience section of your resume should list at least three positions in reverse chronological order, communicate how your responsibilities and accomplishments relate to the role you are applying for, and highlight your transferable skills.

☒ Your past salaries

☐ This should not be selected
Including your salary history on your resume is not recommended. Rather, you should list at least three positions in reverse chronological order, communicate how your responsibilities and accomplishments relate to the role you are applying for, and highlight your transferable skills.

☒ Your job responsibilities and accomplishments

☒ Correct
The experience section of your resume should list at least three positions in reverse chronological order, communicate how your responsibilities and accomplishments relate to the role you are applying for, and highlight your transferable skills.

☒ Your three previous positions

☒ Correct
The experience section of your resume should list at least three positions in reverse chronological order, communicate how your responsibilities and accomplishments relate to the role you are applying for, and highlight your transferable skills.

4. What issues should you address when proofreading your resume? Select all that apply.

0.75 / 1 point

☒ Include written recommendations from past employers

- ☐ This should not be selected
Your resume should not include written recommendations. If requested, you can provide these to potential employers separately. Instead, when proofreading your resume, be sure to fix spelling, grammatical, and punctuation errors. You should also revise your wording to be as concise as possible and consolidate your resume to 1–2 pages. These checks will help ensure that your resume is succinct, professional-looking, and easy to read.

☒ Revise your wording to be as concise as possible

- ☒ Correct
When proofreading your resume, be sure to fix spelling, grammatical, and punctuation errors. You should also revise your wording to be as concise as possible and consolidate your resume to 1–2 pages. These checks will help ensure that your resume is succinct, professional-looking, and easy to read.

☒ Correct any spelling, grammatical, and punctuation errors

- ☒ Correct
When proofreading your resume, be sure to fix spelling, grammatical, and punctuation errors. You should also revise your wording to be as concise as possible and consolidate your resume to 1–2 pages. These checks will help ensure that your resume is succinct, professional-looking, and easy to read.

☒ Consolidate your resume to no more than 1–2 pages

- ☒ Correct
When proofreading your resume, be sure to fix spelling, grammatical, and punctuation errors. You should also revise your wording to be as concise as possible and consolidate your resume to 1–2 pages. These checks will help ensure that your resume is succinct, professional-looking, and easy to read.