



## Activity Overview

Earlier, you learned about what makes an effective resume. In this activity, you'll begin building your resume or work on your existing one.

By the time you complete this activity, you'll have a stronger understanding of common resume formats and decide on a template for your data analytics resume that you'll complete later. This is an important part of the job application process: A strong resume is essential to moving forward as a data analytics professional.

### What you will need


To use the templates for this course item, click the following links and select "Use Template."

Link to template 1: [Template Example 1](#)

Link to template 2: [Template Example 2](#)

OR

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

 [Resume Template 1](#)  
[DOCX File](#)

 [Resume Template 2](#)  
[DOCX File](#)

## Format your resume

First, you'll make some decisions about the structure and layout of your resume. You'll start by examining the two templates and decide which format you like best. Spend some time browsing the templates, as well as templates available to you on the web. Take note of the things you like or dislike about the various formats. It's okay to take some time and be selective here. You'll be spending a lot of time on this document, so picking a format you're happy with will help you get off to a strong start.

### Formats and templates

Before creating your resume, you need to make some design decisions. While you may make some small tweaks and changes to tailor the content of your resume to specific roles you are applying for, the structure and format of the resume likely won't change. This means it is important to spend time thinking about how you'll want to structure your resume.

### Keep your resume format concise

There's no "best" format for a resume. Instead, think about what you want to highlight about yourself to potential employers.

For instance, if you have relevant work experience, then pick a format to highlight that.

If you are transitioning from a different career and don't yet have relevant work experience, then you may want to pick a format that highlights your technical skills and portfolio projects. Some resume formats include a Summary or Goals section at the top

to help candidates add context to their application, while other resume formats avoid these sections completely and save that space for sections such as Skills and Experience.

Whatever format you pick, make sure to follow the one-page rule and keep the completed version on just a single page. If the one-page rule seems limiting, think about the purpose resumes serve in the hiring process overall. Resumes are short documents designed to communicate the most pertinent information about yourself to recruiters and hiring managers at a glance. These are different from longer, multi-page Curriculum Vitae (CVs) that exhaustively list every relevant thing the candidate has ever done. If an employer wants a detailed history of your past work experiences and accolades, they might specifically request a CV (curriculum vitae) instead. If they don't, always assume they prefer a resume. While it is generally considered acceptable for resumes of applicants with extensive work history applying for senior technical roles to have two-page resumes, these are the exception rather than the rule. When applying for a data analyst position, keep it to one page!

### Select a format

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Once you decide on a template, resist the urge to begin filling it out. The next lessons will focus on best practices for communicating your skills and experience in meaningful, impactful ways. Keep this resume template handy, as you'll be working on it further.

### Confirmation and reflection

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What is most important to consider when you select a resume format?

- ☒ What you want to emphasize to potential employers
- ☐ Aesthetic appeal
- ☐ Which format fits the most content
- ☐ Which format hiring managers prefer



Correct

When selecting a resume format, it is most important to consider what you want to emphasize to potential employers. Also keep in mind that an entry-level data analyst should have a resume that is only one page long. To begin your resume, you chose a resume template. Going forward, you can use this template to build an effective resume and secure an interview for a data analyst position.

2. In this activity, you chose a template for your resume. In the following text box, write 2-3 sentences (40-60 words) in response to each of the following questions:
  - What did you like best about the resume template you selected?
  - Were there any other templates that caught your attention?
  - What would you change about the template you chose to help highlight your relevant skills and experience to potential employers?