

Projects and portfolios

Resumes to launch your future in a data career

- ▶ **Video:** Refine your resume
3 min
- ⏮ **Reading:** Resume writers’ workshop
20 min
- ▶ **Video:** Daniel: Create a compelling resume
2 min
- ⏮ **Practice Quiz:** Activity: Optimize your resume
4 questions
- ⏮ **Reading:** Activity Exemplar: Optimize your resume
10 min
- ⏮ **Practice Quiz:** Test your knowledge: Resumes to launch your future in a data career
3 questions

Interview success

[Optional] Review Google Data Analytics Certificate content

Resume writers’ workshop

A key tool for your job search as a data analytics professional is your resume. At this point, you may already have a professional resume. Or, if you completed the Google Data Analytics Certificate lesson about resume-building, you have a foundation for creating your resume. In this reading, you will learn more about refining your resume for data analytics roles. This will help you as you continue revising your resume for your future job searches!

Highlight your best qualities

When creating or revising your resume, you will need to consider what you want to highlight about yourself to potential employers. For instance, if you have relevant work experience, then you will want to pick a format that highlights 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. Additionally, you'll want to include those skills that are transferable from prior experience, like the ability to clearly communicate ideas, solve problems, or work well in a team. Some resume formats include a “Summary” and/or “Goals” section at the top to help candidates add context to their application, while other resume formats avoid these sections completely and use that space for sections such as “Skills” and/or “Experience”.

Whatever format you pick, your resume should ideally be 1-2 pages. If the 1-2 page guideline seems limiting, think about the purpose resumes serve in the hiring process overall. Resumes are short documents designed to communicate the most important information about yourself to recruiters and hiring managers at a glance. This is also why it's important to consider what you want to highlight most—this is one of the first impressions you make on potential employers!

Writing about your experience

As you think about how to represent your work experience on your resume effectively, refer to these best practices:

Focus on your accomplishments first, and describe them using the formula *Accomplished X, as measured by Y, by doing Z*.

- These statements help you communicate the most important things a recruiter or hiring manager is searching for—the impact of your work.
- Whenever possible, use numbers to explain your accomplishments. For example, “Increased manufacturing productivity by 15% by improving shop floor employee engagement,” is better than “Increased manufacturing productivity.”

Phrase your work experience and duties using Problem-Action-Result (PAR) statements.

- For example, instead of saying “was responsible for two blogs a month,” phrase it as “earned a little-known website over 2,000 new clicks through strategic blogging.”

Describe jobs that highlight transferable skills (those skills that can transfer from one job or industry to another).

- This is especially important if you are transitioning from another industry into data analytics.
- For example, communication is a skill often used in job descriptions for data analysts, so highlight examples from your work experience that demonstrate your ability to communicate effectively.

Describe jobs that highlight your workplace skills.

- These are non-technical traits and behaviors that relate to how you work.
- Are you detail-oriented? Do you have grit and perseverance? Are you a strong critical thinker? Do you have leadership skills?
- Demonstrating is always more effective than telling.
 - Give an example of when you demonstrated leadership on the job.

This is almost always the hardest part of crafting a resume, especially if you are transitioning from a different career field. However, if you reflect on your previous work experience, you'll likely find ways to represent your work experiences in a way that highlights your ability to do things important to data analyst roles, such as thinking critically or making data-driven decisions.

Putting your skills to the test

Many companies use algorithms to screen and filter resumes for keywords. If your resume does not contain the keywords they are searching for, a human may never even read your resume. Reserve at least one bullet point to list specific programs you are familiar with or skills you have. This is a great way to make sure your resume passes automated keyword screenings and onto the desk of a recruiter or hiring manager. The following are some best practices for adding skills to your resume effectively.

Find examples

Reviewing resumes from data analytics professionals is always a great idea. It can help you understand how others in the industry represent their experience and skills. You can find resumes on job sites, LinkedIn®, or even by searching for “data analytics resume.” There are many ways to represent your technical skills, and taking a moment to understand how other professionals do this can help you align your resume with industry best practices.

What skills to add

The skills section on your resume likely only has room for 2-4 bullet points, so be sure to use this space effectively. You might want to avoid listing people skills or non-technical skills here. Instead, this is a great place to highlight some of the skills you’ve developed in these courses, such as:

- Strong analytical skills
- Effective communicator
- Active listening skills
- Proficiency in exploratory data analysis (EDA)
- Proficiency in regression analysis
- Proficiency with Python and Tableau

Notice how the skills listed above communicate a well-rounded skill set without using more words than necessary. The skills section summarizes what you’re capable of doing while listing the technology and tools you are proficient in.

Fine-tuning your resume

One of the most important ways you can adapt your existing resume is by making it specifically tailored to data analytics roles. Below are links to two resume examples. The first example is a rough draft of an entry-level data analytics professional resume. The second resume is the final draft. The final version is more specific about the roles this data professional is interested in and how their previous experience applies to data analytics roles. Refer to both versions below:

Resume drafts

To review sample resume drafts, click each link below and select “Use Template.”

Links to resume drafts:

- [Sample resume rough draft](#) ↗
- [Sample resume final](#) ↗

OR

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



Sample resume rough draft
DOCX File



Sample resume final
DOCX File

Like a lot of the skills you have been learning in this program, resume writing can be a repetitive process. This data analytics professional took their original resume and revised it to be more specific and detailed. With an improved resume, they were better able to explain how they were a great fit for the data analytical roles they were applying to. Similarly, you can continue to revise and fine-tune your resume to meet your needs throughout your job search.

Mark as completed

