



Activity Overview

In the last activity, you chose a format for your resume. Now, you will work on your resume by adding information about you, as well as the job-ready skills you’ve developed in this program! By the time you complete this activity, you will be able to build a document that describes your skills, experience, and achievements. This is very important for applying for jobs as a data analyst.

What you will need


To get started, open the resume template that you chose in the previous activity. If you can’t find the template you chose, you can access the resume templates below. To use the templates for this course item, click the links below and select “Use Template.”


Link to resume template 1: [Resume Template 1](#)

Link to resume template 2: [Resume Template 2](#)

OR

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

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

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

Add skills to your resume

Data analysts are expected to have strong technical skills and abilities, so effectively highlighting those skills is a crucial part of crafting your resume. Focus on your skills for this activity. Don’t worry about adding your work experience just yet; you’ll complete that in a future activity.

Get help from the real world

Reviewing real-world resumes is always a great idea. It can help you get a feel for how others in the industry are representing their experience and skills. You can find resumes on job sites and LinkedIn or even just by searching for “data analyst resume.” There are many ways to represent your technical skills, and taking a moment to understand how other data analysts do this may give you some great ideas!

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 prioritize technical skills over soft skills. This is a great chance for you to highlight some of the skills you’ve picked up in these courses, such as:

- Strong analytical skills
- Pattern recognition
- Relational databases and SQL
- Strong data visualization skills
- Proficiency with spreadsheets, SQL, R, and Tableau

Notice how the skills listed above communicate a well-rounded data analyst’s skill set without being wordy. The skills section summarizes what you’re capable of doing while listing the technology and tools you are proficient in. 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. Reserving at least one bullet point to list specific programs you are familiar with is a great way to make sure your resume makes it past automated keyword screenings and onto the desk of a recruiter or hiring manager. Take a moment to complete the skills section of your resume.

Confirmation and reflection

Which types of skills should you prioritize in your resume’s skills section? Select all that apply.

- ☐ Soft skills
- ☐ Data-related skills
- ☐ Technical skills
- ☐ Interpersonal skills

2. During this activity, you built on the resume you started by adding your skills. In the text box below, write 2-3 sentences (40-60 words) in response to each of the following questions:

- What did you learn about presenting technical skills when you reviewed resumes from other data analysts?
- Which skills do you think will be most useful for securing a job as a data analyst?
- What are some additional skills you would include if you had more room on your resume? How might you highlight these skills in other sections?