Activity Exemplar: Stand out with a compelling, focused 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: <u>Business intelligence analyst resume</u>↗

OR

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

📎<u>Activity Exemplar_ Business intelligence analyst resume</u>
<u>DOCX File</u>

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 following components:

Personal information: Your name, location, phone number, email address, and links to your LinkedIn® profile (if you have one) and portfolio

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 Business Intelligence Certificate and the Google Data Analytics Certificate (if applicable).

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, emphasizing BI-related and transferable skills. Your experience section should also use Problem-Action-Result (PAR) statements to describe your relevant accomplishments and measurable impact in your previous roles.

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

Your resume should also be:

Free of spelling, grammatical, and punctuation errors

As concise as possible

No more than 1–2 pages in length