**Senior Profile –**

You do not need to go into so many techniques, since you profile is a senior one - you can refer to only main categories or themes of Data science and ML techniques' and rather focus more on your current work profile experience and your projects/roles

Re-phrase the summary -

Sentences like 'Experience at creating data regression models, using predictive data modeling' need to be rephrased

A professional summary demonstrating your total work experience's technical/Business skills and expertise should be added here -

A summary with data analytics and Insights and business lens

like

- A Data enthusiast with - years of experience in Data Science, Analytics, consulting etc. supporting business domains like - Sales...

- Adept in solving analytical challenges with business impact

- Led Data insights driven initiatives in my organization

you can refer to some of the profile mentioned on the below links -

[https://olympus1.greatlearning.in/excelerate/sample\_resume\_template.docx](https://www.google.com/url?q=https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx&sa=D&ust=1587888274804000&usg=AFQjCNEccStcRYqlD0iIBzKsw7kBAZ0xZw) or refer to the sample resume section - [https://olympus1.greatlearning.in/excelerate/sample\_resumes](https://www.google.com/url?q=https://olympus1.greatlearning.in/excelerate/sample_resumes&sa=D&ust=1587888274804000&usg=AFQjCNEtz7iP9N5XxFfNhWYDTjz_0ctPRQ)

**Technical Skills-**

Since you have very senior profile with experience out of Analytics - you should connect with some of the

industry people and get the idea about the initiatives they have been taking in their profile/job related to analytics

Since you have a senior profile - you do not need go into each of the techniques individually unless & until hands on work is required

In the technical skills section you can mention high level techniques and tools - reducing the current content a bit

From <[*https://drive.google.com/file/d/1NMZnRGuF99MkVBjkPNzXMD0UtFIv1EIn/view*](https://drive.google.com/file/d/1NMZnRGuF99MkVBjkPNzXMD0UtFIv1EIn/view)>

**Short Review -**

Summary -

Along with your current skill sets, You should update your summary which demonstrate your skills and expertise in machine learning and Data Science domain as well.

On the skills - try to make a table of each sections like -

Statistical Methods - Missing and Outliers, Univariate Analysis, Bi-Variate Analysis, Sampling, Bootstrap, Cross Validation, Hypothesis Testing

Predictive Analytics Lifecycle - Regressions, Observation window, performance window, Event, non-event, continuous, Binary, multi-class

Machine Learning -

Data Engineering or Feature Engineering e.g. - PCA, Dimensionality Reduction

Classification - Decision Trees and others..,

NLP - Text Analytics and others..

Unsupervised Learning - Clustering, PCA others..

Tools - R, Python and SPPS etc..

*From <*[*https://drive.google.com/file/d/1CsImUhUsgX1teh-lZ9txzctzhoN4sRla/view*](https://drive.google.com/file/d/1CsImUhUsgX1teh-lZ9txzctzhoN4sRla/view)*>*

Work ex

Q - I have tried to showcase my work experience in my resume. Please help how to use analytics great learning experience in my current and past roles -

Do mention relevant projects

Make sure that you mention 3-4 best academic projects with the following details

-Objective

-Challenges faced

-Tools/techniques used

-Outcomes of the project etc

**Work-ex if not added above**

This section should appear before your academic projects section since you have a work experience, Your profile will always be preferred for a little senior role.

Though you can mention your experience in brief

The idea is to show data analytics and data science skills and expertise, if you can link with your existing work experience -

Try 2-3 relevant projects from a data analytics and Insights lens

You can also refer below example -

Company name -

Accenture

-Business supporting name

-Tenure

-Role/Title - Business domain

-Project 1 Name - Problem

- Description

with solution approach (developed a predictive model - describe)

-Techniques Used - Random Forest Model

- Tools - Python/R

*From <*[*https://drive.google.com/file/d/1tTSMgZVHjiVdJrW\_iAb9NkUAJUB7baQy/view?ts=5e7716dd*](https://drive.google.com/file/d/1tTSMgZVHjiVdJrW_iAb9NkUAJUB7baQy/view?ts=5e7716dd)*>*

Education -

Education should be moved down to next page

Follow the below structure for a resume -

Preferred order of sections-

Name and contact details - Linkedin/GitHub/Kaggle

Summary

Key skills

Work experience

Relevant projects

Educational qualifications

Any other certifications

Achievements (if any)

*From <*[*https://drive.google.com/file/d/1tTSMgZVHjiVdJrW\_iAb9NkUAJUB7baQy/view?ts=5e7716dd*](https://drive.google.com/file/d/1tTSMgZVHjiVdJrW_iAb9NkUAJUB7baQy/view?ts=5e7716dd)*>*

This section can be completely removed.

Personal details like address, and language is not required

also, sensitive information like Passport number should not be provided unless requested for

*From <*[*https://drive.google.com/file/d/1eW1DviHHdm66VhEl4MvtjYQueuwAVMqR/view*](https://drive.google.com/file/d/1eW1DviHHdm66VhEl4MvtjYQueuwAVMqR/view)*>*

Try to use Pdf format if possible, in case reader end up making some unwanted changes while going through

*From <*[*https://drive.google.com/file/d/1BMMxi0tDqvCZcZo\_y-ovQ66L2zuTEVbb/view*](https://drive.google.com/file/d/1BMMxi0tDqvCZcZo_y-ovQ66L2zuTEVbb/view)*>*

Since your intent is to move into analytics and data science domain.

Along with your current skill sets, you should update your summary which demonstrate your skills and expertise in machine learning and Data Science domain as well.

If you do not have analytics in your current experience, if possible you should try tying your current work-ex projects with data analytics and Insights lens

for example

- You have experience in tying the data to the business decisions and improvements

- Adept in solving analytical challenges with business impact

etc.

You can refer to some of senior profiles from data science and data analytics domain and update accordingly -

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx> or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

**Skills**

This section should appear after your professional summary on the first page -

You can go into more details here, like mentioning about specific techniques that you know or have worked upon and also try to try to structure your skills into themes, for example -

Statistical Methods - Missing and Outliers, Univariate Analysis, Bi-Variate Analysis, Sampling, Bootstrap, Cross Validation, Hypothesis Testing

Predictive Analytics Lifecycle - Regressions, Observation window, performance window, Event, non-event, continuous, Binary, multi-class

Machine Learning -

Data Engineering or Feature Engineering e.g. - PCA, Dimensionality Reduction

Classification - Decision Trees and others..,

NLP - Text Analytics and others..

Unsupervised Learning - Clustering, PCA others..

Tools - R, Python and SPPS etc..

*From <*[*https://drive.google.com/file/d/1AjMe16sBLdToKftBRom5ioosskyfiqkF/view*](https://drive.google.com/file/d/1AjMe16sBLdToKftBRom5ioosskyfiqkF/view)*>*

**Work-ex**

Instead of explaining the approach from the beginning or step by step, you should structure your projects in the below format and elaborate every important part of it with the outcome -

The Idea is to show what challenges you faced and how did you approach to those situations -

Make sure that you mention 3-4 best projects/roles with the following details

-Objective

-Challenges faced if any

-Tools/techniques used

-Outcomes of the project etc

Also, you should link your current experience with data analysis so that interviewer should be able to see your analytics skills in your resume shortlisting

You can also try shortening the content of the work experience section and keep only very critical projects which have had a business impact or an outcome which would be helpful in the next role you are applying for?

As mentioned above, for this you can refer to some of the examples profiles from the industry

You can always pick one project and explain the details during F2F conversations

Recruiters read a lot of resumes, so they don’t want to spend a lot of time looking over yours. Cut it down to the most relevant information and keep it short and simple.

**Professional summary if not added**

Remove this summary section, Try to speak about your experience and not what you are seeking.

A professional summary demonstrating your total work experience's technical/Business skills and expertise should be added here -

A summary with data analytics and Insights and business lens

like

- A Data enthusiast with - years of experience in Data Science, Analytics, consulting etc. supporting business domains like - Sales...

- Adept in solving analytical challenges with business impact

you can refer to some of the profile mentioned on the below links -

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx> or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

**If academic project not added -**

You can remove this section completely and add a personal or Academic projects section -

Which will explain your skills and expertise in data science

You can mention the projects in the same format as mentioned above

No need to mention the course name

In your resume it should appear that it is your interest and initiative to lead these projects

*From <*[*https://drive.google.com/file/d/1LFijjPu97H9gJuLt5q-QSX7cKK4n92gy/view*](https://drive.google.com/file/d/1LFijjPu97H9gJuLt5q-QSX7cKK4n92gy/view)*>*

You should also mention a Modeling project first then in the output of the model you can mention that you have used a reporting/Visualization tool 'Tableau' as well

In the Data Science field modeling projects are always preferred than projects limited to statistical analysis and Visualizations

***Less content -***

Instead of explaining all projects' solution/ approach from the beginning. Try explaining the problem you are trying to solve and provide the information using below structure -

Make sure that you mention 2-3 best projects/roles with the following details

-Objective/problem statement

-Challenges faced if any

-Tools/techniques used

-Outcomes of the project etc

Also try shortening the content of each section -

You should not mention more than 2 under each role and keep only very critical projects which have had a business impact or an outcome which would be helpful in the next role you are applying for?

*From <*[*https://drive.google.com/file/d/1f5e3KAwiV0VdstTw1MGnhAmRELOufivA/view*](https://drive.google.com/file/d/1f5e3KAwiV0VdstTw1MGnhAmRELOufivA/view)*>*

As mentioned above, for this you can refer to some of the examples profiles from the industry

Recruiters read a lot of resumes, so they don’t want to spend a lot of time looking over yours. Cut it down to the most relevant information and keep it short and simple.

*From <*[*https://drive.google.com/file/d/1WlScn4nla2DTcUVfXI1awsXj5u0YetfV/view*](https://drive.google.com/file/d/1WlScn4nla2DTcUVfXI1awsXj5u0YetfV/view)*>*

**Last section formatting -**

Check the formatting of your resume, especially -

1) Font sizes

2) Spaces between lines and different sections

3) remove irrelevant content etc.

I would recommend to revisit your profile and recreate your resume again by referring some of the industry examples given below -

[https://olympus1.greatlearning.in/excelerate/sample\_resume\_template.docx](https://www.google.com/url?q=https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx&sa=D&ust=1585414345383000&usg=AFQjCNHEFmM4rvrcDLh8nQRbkp2GpLvCEA)

or refer to the sample resume section - [https://olympus1.greatlearning.in/excelerate/sample\_resumes](https://www.google.com/url?q=https://olympus1.greatlearning.in/excelerate/sample_resumes&sa=D&ust=1585414345383000&usg=AFQjCNEPMWFc7In5rHCC4_p2TJ39Yw81WQ)

Show less

***--Academic projects not added***

You should add a personal or Academic projects section before your education. which will explain your skills and expertise in data science

You can mention the projects in the same format as mentioned above

3) Update your technical skills section into details with DS and ML techniques

You should also mention a Modeling project first then in the output of the model you can mention that you have used a reporting/Visualization tool 'Tableau' as well

In the Data Science field modeling projects are always preferred than projects limited to statistical analysis and Visualizations

Resume robots are used by some organizations to weed out unqualified candidates during the initial hiring process. Some common tactics to get past these robots include incorporating the appropriate keywords and formatting your resume properly.

Provide sample resume links -

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx> or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

Time Series Penn state - R

<https://online.stat.psu.edu/stat510/lesson/1>

Technical skills if not added-

A technical skills section should appear after your professional summary on the first page -

As a data scientist, you should always show you skills set covering all the techniques and tools of data science field

Also, Recruiters read a lot of resumes, so they don’t want to spend a lot of time looking over yours. so all the important part should be observable at the 1st page itself

You can go into more details, like mentioning about specific techniques that you know or have worked upon and also try to try to structure your skills into themes, for example -

Statistical Methods - Missing and Outliers, Univariate Analysis, Bi-Variate Analysis, Sampling, Bootstrap, Cross Validation, Hypothesis Testing

Predictive Analytics Lifecycle - Regressions, Observation window, performance window, Event, non-event, continuous, Binary, multi-class

Machine Learning -

Data Engineering or Feature Engineering e.g. - PCA, Dimensionality Reduction

Classification - Decision Trees and others..,

NLP - Text Analytics and others..

Unsupervised Learning - Clustering, PCA others..

Tools - R, Python and SPPS etc..

**Project not structured -**

As I mentioned above, Instead of explaining solution/ approach from the beginning. Try explaining the problem you are trying to solve and provide the information using below structure -

Make sure that you mention 3-4 best projects/roles with the following details

-Objective/problem statement

-Challenges faced if any

-Tools/techniques used

-Outcomes of the project etc

For example - Customer Retention Model -

Objective -

Participant Retention – To identify the high risk of participants to support business’ retention strategy, ‘Participants Retention Model’ was developed where each participant is scored and identified drivers which influence their un-enrollment. The scored participants list was shared with cross channel team to generate out-bounds proactively to these participants to target their retention.

Outcome - The model implementation helped the business retaining 650 participants with worth of $139M Assets AUM

Techniques - Logistic Regression / Random Forest

Tools Used - R/Python

*From <*[*https://drive.google.com/file/d/1fbt-w7v2DfgWVirEp\_pgEzokT5CLBieC/view*](https://drive.google.com/file/d/1fbt-w7v2DfgWVirEp_pgEzokT5CLBieC/view)*>*

Problem not explain part 2

While explaining your projects or roles, instead of a plain vanilla explanation of a solution or approach from the beginning. Try explaining the problem you are trying to solve first and provide more information using below structure -

Make sure that you mention 3-4 best projects/roles with the following details

-Objective/problem statement

-Challenges faced if any

-Tools/techniques used

-Outcomes of the project etc

The Idea is also to show what challenges you faced and how did you approach to those situations

**Comments -**

Change the color of this row and align this overall resume theme color (blue)

Check the formatting of your resume, especially -

1) Color

2) Spaces between lines and different sections

3) remove irrelevant content etc.

I would recommend to revisit your profile and recreate your resume again by referring some of the industry examples given below -

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx>

or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

You should definitely update your work experience section and link your current experience with data analysis and Insights domain. if you can, so that interviewer should be able to see your analytics skills in your resume shortlisting

Even if you are not able to link your current work-ex with data analytics still you update the section with the best projects you have worked upon -

The Idea is to show what challenges you faced and how did you approach to those situations -

Make sure that you mention 3-4 best projects/roles with the following details

-Objective

-Challenges faced if any

-Tools/techniques used

-Outcomes of the project etc

Resume robots are used by some organizations to weed out unqualified candidates during the initial hiring process. Some common tactics to get past these robots

include incorporating the appropriate keywords and formatting your resume properly.

**Projects not updated-**

While explaining your projects or roles, instead of a plain vanilla explanation of a solution or approach from the beginning. Try explaining the problem you are trying to solve first and provide more information using below structure -

You should update this section and try link your current experience with data analysis and Insights domain. if you can, so that interviewer should be able to see your analytics skills in your resume shortlisting

Even if you are not able to link your current work-ex with data analytics still you update the section with the best projects you have worked upon -

Make sure that you mention 3-4 best projects/roles with the following details

-Objective/problem statement

-Challenges faced if any

-Tools/techniques used

-Outcomes of the project etc

The Idea is also to show what challenges you faced and how did you approach to those situations

Updated last comments -

I would recommend to revisit your profile and update your resume again by referring some of the industry examples given below -

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx>

or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

You should definitely update your work experience section and link your current experience with data analysis and Insights domain. if you can, so that interviewer should be able to see your analytics skills in your resume shortlisting

Even if you are not able to link your current work-ex with data analytics still you update the section with the best projects you have worked upon

The Idea is to show what challenges you faced and how did you approach to those situations.

Also, you can try shortening the content of you resume, there is lot of information provided on all the roles and responsibilities you have played so far.

As suggested above, you can put a structure to any information you are providing within each section and make your profile short and summarized of your professional journey

**Last section final -**

I would recommend updating your profile with the following changes -

Check formatting issues -

1) Check alignment of bullet points

2) Unnecessary spaces between

sections and within sections

3) color formatting

1. Try to fit your profile within two pages

1) Update your professional summary with suggested comments

2) Remove parallel sections and make your resume into linear formatting/structure - next to each other - Use Great Lakes provided resume template or refer to some of the industry profiles

3) Update the Technical skills section and try to go into little more details but avoid self ratings

4) Update your work experience section with suggested comments

5) Update your Personal or Academic projects section with suggested comments

5) Remove unnecessary sections like - personal traits, Leisure activities & goals etc since these are not required for DS & ML job profiles

[https://olympus1.greatlearning.in/excelerate/sample\_resume\_template.docx](https://www.google.com/url?q=https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx&sa=D&ust=1589083965148000&usg=AFQjCNHCCcvNRsO6TJJJDQKXERqj2abCtA)

or refer to the sample resume section - [https://olympus1.greatlearning.in/excelerate/sample\_resumes](https://www.google.com/url?q=https://olympus1.greatlearning.in/excelerate/sample_resumes&sa=D&ust=1589083965148000&usg=AFQjCNH_1FeZtzVsTGFJtjDqu6vx-5-ygw)

*From <*[*https://drive.google.com/file/d/1BgIIPEj\_OtNsXAKlasVAcQgm0hXvLRk-/view*](https://drive.google.com/file/d/1BgIIPEj_OtNsXAKlasVAcQgm0hXvLRk-/view)*>*

3) Update your work experience section with suggested comments

4) Update your Personal or Academic projects section with suggested comments

You should only mention the languages if you know any INTL/foreign language or if the role demands

Otherwise, this section can be completely removed

*From <*[*https://drive.google.com/file/d/1EYkh9109XoJS2lzW0rbUVshBluxmKzLq/view*](https://drive.google.com/file/d/1EYkh9109XoJS2lzW0rbUVshBluxmKzLq/view)*>*

Otherwise, you can mention broad themes like -

Supervised Learning

Unsupervised Learning

Deep Learning

Statistical Methods

Data Visualization

----Redundant

I would recommend recreating your profile with the following changes -

Check formatting issues -

1) Reduce the redundancy from your profile -

a) There should be only one technical & Tools skills section and skills like - Excel repeated twice, R & R Studio etc

b) Internship experience is not required

c) Remove parallel sections and make your resume into linear formatting/structure - next to each other - Use Great Lakes provided resume template or refer to some of the industry profiles

You should keep your resume simple and crisp and only critical summary of your professional journey should be mentioned

2) Update your professional summary with suggested comments

3) You should try to shorten the content of work-experience section -

Do mention relevant and recent projects only -with the following details and structure -

-Objective

-Challenges faced

-Tools/techniques used

-Outcomes of the project etc

Also, you should be crisp within the project details you are mentioning (only summarized content should be present for a project)

Alternatively, do tailor your resume for different jobs -

Resume editing isn’t a one time task. You might need more than one resume at your disposal so you can submit the most appropriate one to the job you’re applying for.

4) Update your Personal or Academic projects section -

Currently, Your resume does not contain any skills, expertise or projects related to Data Science and ML domain

You should keep 1 section of DS and ML related initiatives or hands-on projects. This will help to showcase your interest into the field.

As suggested above, you can connect with some of the industry experts or refer to come the senior profile on the below link -

Provide sample resume link if the format is way off- <https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx> or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

I would recommend recreating your profile with following changes -

Try shortening the content of work-experience section -

Do mention relevant and recent projects only -with the following details and structure -

-Objective

-Challenges faced

-Tools/techniques used

-Outcomes of the project etc

Also, you should be crisp within the project details you are mentioning (only summarized content should be present for a project)

Add a personal or academic project section to showcase your skills and expertise in DS and ML domain - since your intent is to move to Data Science

Alternatively, do tailor your resume for different jobs -

Resume editing isn’t a one time task. You might need more than one resume at your disposal so you can submit the most appropriate one to the job you’re applying for.

Fix the alignment of two tables in skills section

Also, You should add three separate tables to showcase your technical skill set

Again, try combining them into one section and add only those skills which are relevant for the role/profile you are looking for

Always present short and crisp content in your profile to the interviewer - so that they can follow and understand the flow easily

**Last comments update further -**

I would recommend recreate your profile with following updates -

Formatting issues -

1) Check alignment of bullet points

2) Try to give a more professional view to your profile and focus more on data science and machine learning

3) you can go up to 2 pages for your profile

4) Update your professional summary with suggested comments

5) Update the Technical skills section and try to go into little more details but avoid self ratings

6) Update your work experience section with suggested comments

7) Update your Personal or Academic projects section with suggested comments

or refer to the sample resume section -

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx>

- <https://olympus1.greatlearning.in/excelerate/sample_resumes>

**Last Page**

I would recommend recreating your profile with the following changes -

Check formatting issues -

a) Optimize the space

b) Unnecessary spaces between

sections and within sections

c) Color formatting

d) Reduce the font size and should be same all pages

2) Update your professional summary to your profile as suggested

3) Update technical skills section and try to go into little more details - Add DS & ML skills

4) Update your work experience section with suggested comments

5) Do try to shorten the content of your resume within two pages

6) Update your Personal or Academic projects section with suggested comments - try shortening the content and keep only 2 to 3 critical projects

<https://olympus1.greatlearning.in/excelerate/sample_resume_template.docx>

or refer to the sample resume section - <https://olympus1.greatlearning.in/excelerate/sample_resumes>

**Data Analytics/ Insights piece is missing in your summary-**

You should try to talk about data analytics and try demonstrating your total work experience's technical/Business skills and expertise here -

A summary with data analytics and Insights and business lens

like

- A Data enthusiast with - years of experience in Data Science, Analytics, consulting etc. supporting business domains like - Sales...

- Adept in solving analytical challenges with business impact

If you are not exposed to data analytics in your current experience, try to gather thoughts from your Academic projects and try demonstrating it into summary

Recruiters read a lot of resumes, so they don’t want to spend a lot of time looking over yours. Cut it down to the most relevant information and keep it short and simple