

[← Return to "Resume Review" in the classroom](#)

Resume Review Career Service

REVIEW

HISTORY



REVIEWED BY
Kenneth Au

Dear Excellent Student,

I had a great time going through your Resume. I have provided some feedback on how you can make it better. Please take some time and go through the material provided. I know it is not easy writing about oneself and fitting everything into one page to make it easy for recruiters. That is why we are here to go through your resume and ensure that everything is in order. Remember that even the smallest thing should not be neglected, which is why I have pointed out areas where you can improve on your resume. Please, make sure to do the corrections mentioned and I hope that any recruiter who lands on your resume will see you as the ideal person they are looking for.

Desired Role: I am looking for a Data Engineer/Big Data Engineer rolw

Thank you. Your resume is indeed targeted to the desired role. It already looks good as it has all that is needed to get attention. It is always good to keep your resume clean and up to date. You never know when an opportunity comes up. I have provided feedback below to guide you as well as some comments with suggestions for you to improve your resume. I hope they help you improve on your resume and you find the desired role you are looking for. It was a pleasure reviewing your resume. Have a nice day.

Targeted For Profession

- Prove the ability to succeed in job's responsibilities in one of the following ways:
 - If past experiences are not related to the job field or past work includes industry experience in a different role, resume includes a summary statement (1-2 sentences) that talks about how those experiences support the new career path and how past work or achievements transfer to desired role's responsibilities.
 - If past experience relates to the job field, the resume includes relevant keywords, skills, and experiences

Hello,

Your resume is indeed targeted for profession. This is great. Being able to show that you have some relevant experience and have already accomplished some great projects in the field you are pursuing is very important as this is what most recruiters are interested in seeing when going through your resume. If you need some guidance on writing a summary/objective statement, a good article on the summary of statement practice can be found [here](#).

General

- Resume is the appropriate length for showcasing the user's professional background:
 - Entry-level job applicant resumes should only be 1 page maximum.
 - For candidates with 10+ years of work experience, any experience 5+ years ago should be limited to job title and company unless deeply relevant to the job posting.
- Resume is in PDF format.
- Links are hyperlinked.
- Resume uses one of the following standard orders:
 - Heading, Skills, Projects in that order; Experience and Education in any order.
 - Heading; Education or Experience in any order; Projects, Skills in that order.

The content of your resume is great. In addition, I see you are following the standard order for resumes. Did you know that the first thing recruiters look at in your resume is the format? [A recruiter only reads a resume for six seconds on average](#), so we want every word to be meaningful. It is very important to stick to the stand rules. Keep your work simple and straightforward. That way, people get to read only what is required according to the field you are applying for. However, your resume does not respect the required page length. It is 2 pages long. When it is too crowded and long, it becomes boring to read. Make sure to streamline the content to fit on one page so that every word counts.

Extra Material

Here are some links you might find interesting to use when writing your resumes:

- [Include these things in your resume to get the recruiter's attention](#)
- [How to Get Your Resume Noticed by Employers](#)

- Spelling and grammar are correct.
- Correct tense is used in bullet points (past tense for previous, current tense for ongoing) and consistent.
- Resume does not include: age, gender, marital status, photo, or mention of references.

- Resume uses positive language.
- Resume does not indicate that the candidate is seeking a job because this may be extraneous or redundant information.

Well done. The resume is straight to the point and does not include unnecessary information. The spelling and grammar are correct. You can make use of [Grammarly](#) just to make sure your text does not contain any typos.

Suggestions

I share with you some documents useful to perfectly address this rubric.

- [15 Things You Should Not Include in a Resume](#)
- [11 Steps to Writing the Perfect Resume](#)
- [10 Things Not to Include on Your Resume and Why - Gartner Logo](#)

- Name is at the top of the page and larger than other text.
- Section headings, company names, and titles are made distinct from other text through capitalization or bolded font.
- Content is horizontally optimized in the following ways:
 - Uses space well for a reader to scan from top to bottom.
 - Condenses lists for single words to the same line.
 - There are no lines that are words “dangling” from the end of the previous line’s sentence.

The name is at the top of the page which is larger than the other text in your resume. Nice. Everything is respected to the letter. Sections are made distinct in bolded fonts with different font sizes. This indeed shows the demarcation. The content, on the other hand, is well organized and no sections are lagging.

- All text is aligned to the left and/or right axis.
- Within sections (ie: bullet points) or groups (ie: headers), there are no inconsistencies in the following:
 - font color
 - type or size
 - margin-size
 - spacing
- Font is professional. Examples are serif fonts like Times New Roman or sans-serif fonts like Verdana.
- Bullet points and formatting such as bolded font are consistent across all sections.

The text is aligned to the left and the content is justified. The format is consistent throughout and it makes it easy to read through in a short length of time.

Comments

A nice resume design allows the reader to more easily focus on the content of the resume. When there are inconsistencies - such as misalignment - the reader's eye is instead focused on those design errors rather than the words on the resume. This is why it is good to stick to a simple style to let readers get what you want to show quickly and easily.

Heading

Heading includes:

- Full name
- Phone number
- Email
- Location
- Links to LinkedIn, GitHub and/or personal website

Everything looks good. All the required information has been provided. Every recruiter will need to learn more about you and your heading does well to provide information which will permit this.

Comments

People have done some crazy stuff to get noticed, like video resumes, photo resumes, and even scented resumes. But you don't need a rose-scented resume to get noticed. A good resume heading is one great way to get a hiring manager's attention. Let's take a look now at how to go about creating a successful resume heading.

Here are the critical bits of information you need to include:

- Your name
- Your address
- Your phone number
- Your email address
- The URL of your website
- A link to your social media accounts, preferably LinkedIn

Below, I'll explain why each component is vital to include in your resume heading.

1. Your Name

Obviously, your name is going to go to the top of your resume. It should be the largest thing on your resume, a font is slightly larger than the largest font in the body of your resume. You want your name to stand out, but not overwhelm or turn off the reader. If you want, you can make it bold or italicize it, or even both, as long as you're not using some crazy font. While we're on that subject, styling your fonts are fine to a point, but keep it professional. You want your resume heading to be legible and taken seriously. Avoid comic sans font at all costs.

2. Your Address

You're probably not going to be getting an engraved invitation to an interview or even a paper copy of a rejection

letter, so some might ask why it's important to put your street address in your resume heading. It's a good idea to do so because it shows where you are in relation to where the office is commuting and relocating is something hiring managers to take into consideration logically when choosing candidates. It also shows stable residence location and provides a place for informational packets to be sent on the chance that they do send you paper mail. This can be in a much smaller font, but should still be easily legible.

1. Your Phone Number

It's important that you have your phone number in your resume heading. It can be the same font size as your address but should be just below or near your name. Your phone number is the best way for employers to contact you should you score an interview, so make sure they can find it. And make sure it's correct! One wrong digit can mean a lost opportunity.

2. Your Email Address

This address is equally as important as your phone number. Almost half of all interviews are set up in part over email. You want your email to be as professional sounding as possible, so don't use XOSweetLipsXO@emailaccount.com in your resume heading. Email addresses are free on many services, so find one and create a professional-sounding name. Put your email address near your phone number where it can be easily found.

3. Your Web Address

If relevant, attach a link to your industry-related website in your resume heading so your prospective employer can see your work. If you have a business related to the industry or have an online portfolio, it's a good idea to include links to these, too.

4. Your Social Media Account

No, you don't have to link your Facebook album of Spring Break 2007, but it's a good idea to provide a link to your LinkedIn account in your resume heading so your prospective employer can get a good idea of everything you've been doing professionally—the information you couldn't include in your resume. Make sure your LinkedIn is updated and clean with a professional-looking, recent photograph. Your resume heading is only about an inch of space and maybe a few lines of text, but it speaks volumes about you and your level of professionalism. Adding these few lines of contact information can give the hiring manager a better idea of who you are and how you work. For more help, try LiveCareer's Resume Builder, while will help you write an entire resume in a matter of minutes.

Education

- Relevant and recent education is included.
 - If the candidate is working on/has completed a Nanodegree program, it should be included in this section, even if incomplete
 - Any college, including major and/or relevant courses, are included.
- For incomplete education that is not in progress, users can frame this experience positively by focusing on what they did complete. For example: "60 credits toward a Bachelor's degree in Computer Science" or "Courses completed in computer science, design, communications."

Congratulations on your academic accomplishments and commitment to lifelong learning. You have an impressive journey so far. It is straightforward and provides all the needed information.

Skills

- Relevant and challenging technologies such as programming languages, frameworks, version control systems, databases, operating systems, image/video/audio editing software, etc. are listed, with ones of the highest level of proficiency mentioned first.
- Skills should only be technical or specialized to the job, and must to be relevant to the desired role.
- Conveys level of expertise for the skills listed. This can be done in a few ways, such as:
 - For candidates with a wide range of skills, an experience scale can show that they are well-rounded and have expertise in certain areas.
 - Skills can also be segmented under categories such as "proficient" and "moderate" for better readability.
- Microsoft Office, Google Drive, Mac & PC are not listed (unless the job description specifies that they are needed), because it is assumed someone knows or can quickly learn these skills.

Well done listing down your skills. The section is not oversaturated with information as you have provided just what is necessary for your desired role.

Suggestion

It is very important to put your level of experience besides each skill you add-in. Just listing the skills as you did does not tell whether you are proficient or not in what you are learning and this is not what you want the recruiter to see. You wouldn't want to go in for something you are not efficient enough, that is why it is advisable to put your level of experience. That way, you get to tell recruiters without showing off what you can do and to what extent.

Projects

- Only most relevant projects are listed starting with most recent. This can include personal, academic or work projects.
- Only includes about 2-3 projects.
- Each project includes the information:
 - Title of project
 - Start and end date
 - Any other key information, such as if it were a competition

Well done with the projects section. The content is good and does not exceed the required maximum of 3 projects. The projects have titles, start and end dates and some key information accompanied.

Comments

Remember that all the projects you listed should be targeted to the job posting. If you can, do well to also include any links leading to the code, report or the project itself.

- Maximum 2-3 bullet points per project.
- Within each project:
 - At least 1 bullet point demonstrates individual contribution.
 - At least 1 bullet point communicates project result (success metrics, findings).

Nice work here. Everything is as required. Just an extra, you might also want to quantify the results obtained to show concrete evidence of your abilities. Try to quantify said accomplishments to show concrete evidence of your abilities. This may take a few drafts to accomplish but the end result will be stronger application materials that will attract the recruiters you're trying to reach.

Extra Material

I found this great discussion on Quora about [How do I explain projects in my resume?](#). You can take a look at your free time. There is so much relevant information here.

Experience

- Each experience includes the following:
 - Company/organization
 - Title of role
 - Start and end date (month & year)
 - Location

The experience entries are clearly stated and easy to read quickly. I have nothing to add than to say well done.

- Determine the appropriate number of work experiences, depending on the user's individual background:
 - Entry-level resumes should include all previous roles to demonstrate work history, including internships and volunteer roles. If the user has no experiences, consider if it would be appropriate to market themselves as an independent or freelance worker.
 - People with resumes with less than 2 work experiences should consider adding another project in the Project section.
 - People with more than 4 work experiences should decrease the number of bullet points for older roles. Any roles from 10+ years ago (unless highly relevant to the desired role) or short/redundant roles that don't create a large gap in work history do not need to be included.

Well done here. The work experience is well showcased and easily shows recruiters you have been doing some work prior to your job application.

Suggestion

I suggest that you use [jobscan](#) which is a free tool that helps you optimize your chance of getting an interview if you are applying for a specific job. The website basically helps determine whether you have integrated a lot of the keywords found in the job ad into your resume.

- Maximum 4 bullet points; there should be no sub-bullet points.
- Bullet points start with action verbs.
- Within each job listing:
 - At least 1 bullet point communicates how candidate benefited company or cause.
 - At least 1 bullet point provides concrete, numerical evidence such as projects completed, money made, people managed, accomplishments (eg. % increase).
- Bullet points are one sentence maximum, not longer than one-and-a-half lines.

You have done a great job here however, you don't have any bullet points for your work experience section. It will be preferable to add all the information under each experience in bullets. Please, rewrite all the information under each experience in bullet points with a maximum of 3-5 bullet points per experience. Remember to start each point with an action verb. UC Berkeley has a good resource on [resume action verbs](#). You can have a look at the link as I believe you will learn one or two things from it. One thing to note too.

Suggestions

- Add at least 1 bullet point communicates how you benefited company or cause.
- Add at least 1 bullet point provides concrete, numerical evidence such as projects completed, money made, people managed, accomplishments (eg. % increase).

 [DOWNLOAD PROJECT](#)

[RETURN TO PATH](#)

