

A top-down view of a workspace featuring a marble surface. A brown cardboard clipboard is positioned diagonally, holding a white sheet of paper. A silver metal clip is attached to the top left of the paper. A white pen with a blue nib and a silver clip is lying on the marble surface to the right of the clipboard. The paper has the text 'My Resume' in the top left corner, followed by a bold heading 'FORMAT YOUR RESUME:', and a list of seven bullet points arranged in a descending staircase pattern. The first bullet point is followed by the text 'Get recruiters to send yours to hiring managers.'

## My Resume

### **FORMAT YOUR RESUME:**

- *Get recruiters to send yours to hiring managers.*
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# Who is this guide for?

**This guide is only for people who want a tech job in the following industries:**

- Machine Learning Engineering
- Data Science
- Data Analytics
- Machine Learning Research

This resume guide is for those select individuals that know how to code machine learning models, data analytics models, or machine learning pipelines, and want to figure out how to best show off their skills to top-rated technology companies. If you want an ML/AI job at a tech company, this resume guide is for you.

The goal of your resume is to clearly explain all of your developed ML projects, and when applicable, embed hyperlinks to the outcomes of the model. The outcomes can be anything from a GitHub repository to your code, to someone's testimonial regarding your work. You want to make it easy for a recruiter to see your work, see how it has impacted the world, and then give them easy access to contact you.

How you set up your resume is the first step in securing an AI-related job at a tech company. So, it's really important that you nail this step. This literally determines if you get the job or not because, if the recruiter/hiring manager does not like your resume, you won't even get an interview! By the end of this document, you will know how to:

1. Order the sections of your resume
2. How to format each subsection of your resume
3. How to match the skills of your resume to the job you are applying to

## **How did I synthesize this information?**

I have analyzed resumes of coders in the AI space from MIT, Microsoft, Tesla AI, Osmo AI, and Google Deepmind. I synthesized the most common traits between resumes from coders in the AI space, so that a beginner can use the information to put their best foot forward in the application process.

### **How do I know what I'm talking about?**

- I've applied to > 140 jobs in the AI space. I have done a bunch of trial and error so you don't have to.
- I've interviewed dozens of times for AI-related jobs
- I've published an [AI paper](#) with Microsoft
- I currently work for a [tech company](#) that deploys AI in the healthcare space

## Section 1: Name, Contact, and Location

Below is an example for an American applicant

**BRANDON E. DAVIS**

brandon.davis9@gmail.com | (240) 478-8239 | New York City, NY

Your name should be **bolded** and in all CAPITAL LETTERS. In the line below your name, place your email first, then your cell phone number, then your city/state. You may think it's not necessary to add your cell phone number, but that's not true! I've had multiple recruiters/hiring managers call me on my cell phone, sometimes, without me expecting it!

If you are non-American, I suggest a different approach. It is a lot less likely that a recruiter will call your cell phone because of the international fees, so I would not put your cell phone. Also, please do not use your WhatsApp. That is not professional. Below is an example for a non-American applicant:

**STANLEY K. NEIL**

skoneal@email.com | Dublin, Ireland

As with the American resume, your name should be **bolded** and in all CAPITAL LETTERS. In the line below your name, have your email, and your city/country. If your home country has "States", feel free to add that in as well.



## Section 2: “Education”

### Header Name

The header of this section should say “Education” and nothing else. Keep this header name clean and simple.

### Body

Recruiters want a first glance of what type of formal education you have. In this section, DO NOT include Coursera courses, Udemy classes, LinkedIn mini-courses, or coding bootcamps. In the tech industry, hiring managers do not consider this type of education “formal” enough to be included in the education part of your resume, even though they acknowledge that they can be very useful for learning technical skills.

Each education experience should be at max three lines:

Line 1: Degree and years of attendance

- The years of attendance should be aligned on the right side of the page, so that the last character is at the end of the line
- If your degree concentration has anything to do with the job you are applying for, bold the concentration.

Line 2: School Name

- Put the school name in italics

Line 3: Scholarships and GPA

- This section you can either italicize or not. It does not matter at all, but I choose to italicize mine.
- If your GPA is high (3.6 or higher), show it off! If it’s not high, then leave it out



- If you have scholarships, I would write them down instead of your GPA. Tech jobs like seeing GPAs, but if you got money for school because of your academic performance, that tends to shine more.

Here's an example from my resume's education section:

#### EDUCATION

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Post-baccalaureate Fellowship in <b>Cognitive Science/Machine Learning</b> <i>Massachusetts Institute of Technology (MIT)</i> <i>Eugene Stark Fellowship Awardee</i>	2019 - 2022
Bachelor of Arts in <b>Cognitive Neuroscience</b> <i>Washington University in St. Louis (WUSTL)</i> <i>Amgen Scholarship Awardee</i>	2015 - 2019



## Section 3: “(Field): Work Experience”

### Header Name

Now we're getting to the meat of your resume. This section will help the recruiter figure out if you have the skill necessary to succeed in the job. Depending on the field you are applying to, it should read similar to below:

- ML Engineers: “ML Engineering: Work Experience”
- Data Scientists: “Data Science: Work Experience”
- Data Analysts: “Data Analytics: Work Experience”



If you have experience in multiple sectors, you can simply use “Machine Learning: Work Experience”. And if you have no work experience, you should use “[FIELD]: Projects”. This is important because if the job title is “Data Scientist”, the recruiter needs to know the EXACT experiences that relate to the job title. Naming this section header appropriately will guide their eyes to exactly where they need to look. Imagine being a recruiter for a Data Scientist position, and the section reads “Data Analyst: Work Experience”. That wouldn’t seem like a proper fit, right?

### Body

If you have *no work experience*, below is the template you should follow for each project you have completed.

#### Bullet 1: Project Name and Short Description

- The project name Could be something simple as “Boston housing prices regression model”, and the short description should mention details such as coding language, model specifications, and dataset size. A colon should be in between the project name and short description
- The project name should be a hyperlink to a place where someone can see the actual code you wrote for the project, preferably a GitHub repository.

#### Bullet 2: Outcome



- Indented below Bullet 1, write what resulted from the project. An example could be “Outcome: model performs at 98% recall and 93% precision”

If you have *work experience*, below is the template you should follow for each internship or full-time job you’ve had.

Line 1: Company Name

- Put the company name in bold

Line 2: Job Title and Dates Worked

- The job title should be bolded. The Dates worked should not be bolded. As with the dates in the “Education” section, make sure the last character of the date is the last space in the line.

Bullet 1: Project name and short description

- Bullet 1 should be indented under Line 2. There should be a colon in between project name and short description. An example could be something like “*Natural Language Processing Product: Trained an NLP model to predict if a client would be interested in a certain type of email*”

Bullet 2: Outcome

- Bullet 2 should be indented under Bullet 1. I like to underline the points I want the recruiter to see. An example would be “Outcome: *The model was deployed as an API and 8 new clients have bought it, resulting in \$520,000 in profit to the company*” If the company’s website mentions anything related to the model you built, hyperlink the word “model” to where the company mentions it.

Below is a sample of Header Name and Body for one of my work experiences. Notice how the paper is blue because I hyperlinked the paper to my resume.

**Microsoft Inc.**

**Machine Learning Researcher**

Summer 2021

- *Reinforcement Learning Project: Coded Q-learning, Value Iteration, and the Successor Representation RL algorithms and 10 gridworld environments in order to compare human and AI spatial navigation.*
  - Outcome: [Paper](#) accepted to the The Multidisciplinary Conference on Reinforcement Learning and Decision Making in 2022

## Section 4: “(Field): Coursework”

### Header Name

- ML Engineers: “Machine Learning: Coursework”
- Data Scientists: “Data Science: Coursework”
- Data Analysts: “Data Analytics: Coursework”

### Body

You can list any course you’ve taken for your field, even if it is not from a school mentioned from your “Education” section. You can add Udemy classes, Coursera courses, bootcamps, and LinkedIn mini-courses. If they give out letter grades, you can place them in parentheses next to the course name.

Below is an example of the Header Name and Body of my Coursework section.

#### MACHINE LEARNING: COURSEWORK

**MIT:** Computational Cognitive Science (9.660), Introduction to Machine Learning (6.036), Research in Brain & Cognitive Sciences (9.50)

**WUSTL:** Introduction to Computer Science, Calculus I, Calculus II, Physics of the Brain (differential equations)

Notice that mine is slightly different because the MIT course numbers can be googled. For your resume, if you did well, please put the grade you got in the course, rather than the course number.



## Section 5: “(Field): Technical Skills”

### Header Name

- ML Engineers: “Machine Learning: Technical Skills”
- Data Scientists: “Data Science: Technical Skills”
- Data Analysts: “Data Analytics: Technical Skills”

### Body

This is where you list all coding languages, packages, and DS/ML mathematical concepts you know. This section is for the recruiter to know how well your skills match the job description.



## Bonus Tips & Tricks

- Your resume should always be in PDF format. This way, no matter the device someone is using, they can open it.
- Look for any “Skills” section of the job description, and make sure that, if you have any skill they mention in the job, it is somewhere
- Keep your resume to 1 page. It should be a short description of your best work.
- Get rid of any “hobbies” section you have. Recruiters and hiring managers do not care.