# Resumes

# The 3 Cs

# Clean

- Easy-to-read font

- Proofread, proofread, proofread

- Avoid design elements

# Concise

- Use bullet points

- Don't include unnecessary details

- Use your action verbs!

# Convincing

- Sell yourself!

- Have more than one resume for different types of jobs

- Modify your resume for each and every job

- List your most relevant skills / experience first

# Resume Sections

# Header

- Include a link to your LinkedIn

- Make sure your email is professional
    - Some variation on your name
    - Don't include a year
    - Include a link to your email

- Only include physical address if you don't want to move locations
    - Just include city, state

# Summary

- 1-3 sentences to talk about your key skills and background

- Example:

Data scientist skilled in data processing and analytics in SQL, Python and R, with a strong background in healthcare. Specializes in advanced modeling. Actively pursuing opportunities to provide data scientist skills, leadership ability, and enthusiasm in a fast-paced environment.

# Skills to Include from this Program

- SQL, Python, R, Tableau, Excel

- Machine Learning, Modeling, Data Mining, Project Management

- Spark, Hadoop, Hive, Pig, NoSQL, Visual Studio Code, Scala, Agile, Waterfall

- Survey monkey

# Skills you Might Have from Elsewhere…

• SAS, SPSS, MATLAB, Stata, MiniTab

• SAP Business Objects, PowerBI, Nvivo, Verint, Qualtrics

• Jira, MS Project

# Match 'em up!

- Your skills MUST match the words in the job description

- The first pass is based off % of keywords included in the resume

- Capitalized words and field-specific jargon is important

- EXACT SAME
Client-facing communications = stakeholder

# Projects

- The more, the better!

- Have an entire project section on your resume

- Include links to GitHub and/or Kaggle work

- Cover the project like work experience

- Don't forget your soft skills work in teamwork, presentation, and management!

- Participate in contests

# Experience

- Bullet point it

- Current work is in present tense
- Past work in past tense

- Action verbs or bust!
  - Don't repeat your verbs

- Explain basic responsibilities and then talk about achievements

# "Doer" jobs – cog in the machine

- **Highlight how you've made your company:**
  - Better
  - Faster
  - More efficient
  - Helped them meet their overall goal

- **Prove what you did was good**
  - Were you hired back (seasonal labor)?
  - Did you train others?
  - Did you start at the bottom and work up some?
  - Were you trusted with money, keys, etc.?

# "Achiever" Jobs

- You can quantify what you've done

- RESULT by ACTION

- Example:
Achieved an 86% pass rate for students by providing personalized attention to 47 students.

- Use the numbers!

# Everything is Relevant!

- Experience can include significant volunteer work

- Doer jobs demonstrate:
  - Trust
  - Leadership
  - Soft skills
  - Efficiency

- Even if it's not in the same field, include any experience with:
  - Excel
  - Leadership
  - Management
  - Data of any sort

# Mind the Gap!

- Have a gap in your experience?

- Address it in the cover letter or interview and turn it into a strength

- What were you doing during that time?
    - Taking care of family?
    - Building your skills?

- Don't talk bad about previous employers

- Leave out months to show less gap

- Focus on education and skills as a new start

# Education

- **Your School**, Powered by Woz U

- Data Science Certificate

- Avoid the words "bootcamp"

- Minimally describe and/or bullet the skills you acquired and the time you spent

# How long should it be?

- 1-2 pages

- Don't squish it onto 1 if you're very experienced

- Don't go past 3 pages

# DON'T Include

- Typos and grammar issues
- Personal information & hobbies
- Jokes
- Meaningless words
- Reasons for leaving past jobs
- Salary requirements
- References

# Line up your References

- Have a similarly formatted reference list ready to roll

- Confirm your references before hand

- We can be references for you!

# Have a specific goal in mind?

- Research, research, research!

- Pull job descriptions and see what the subfield requires

- Network with employees to get the inside scoop

- Then:
  - Highlight those skills
  - Build up those skills
  - Put those skills in your portfolio

# Questions?