FIRST LAST

LinkedIn: in/XYZ | GitHub: @XYZ

Email: generic@gmail.com
Mobile: XYZ

EDUCATION

University — GradMonth Year

BA: MostRelevantMajor and Major2, Minor in Minor1. GPA: 3.5+/4.0 (leave out if below)
- **Coursework:** Relevant coursework only. Fill up space with programming language in parenthesis e.g. Data Structures (Java). Less is more, don't overflow! Education on top because you're a new grad / student
- *Leadership:* RelevantClub1 (Role), RelevantClub2 (Role), Non relevant roles are ok too. Don't overfill it

WORK EXPERIENCES

Tech Company — Location, XYZ
Data Scientist Intern — *Month Year – Month Year*
- What is the business impact? Focus on metrics and mention tech stack if space allows
- Mention your awards and accomplishments at work. E.g. Team received award (1/100) at company hackathon
- Use Google's XYZ template: "Accomplished [X] as measured by [Y], by doing [Z]"
- E.g. Expedited client onboarding process for voice biometrics service by optimizing data extraction from 5 to 1 min./file using Python. Project deployed immediately to identify ∼50 new customers and fraudsters for clients
- *Certifications/Conferences:* Hyperlinks when available

Financial Services Company — Location, XYZ
Software Engineer Intern — *Month Year – Month Year*
- Keep everything concise. Max of 4 or 5 lines / bullet points. No one wants to read a resume that is too verbose
- No "a, the". NBD, but no periods at the end of sentence. Save space
- How to be concise? Think optimization: You have $1000, every character costs $1. Stay within your budget

School / Club Job — Location, XYZ
Web Developer — *Month Year – Month Year*
- Tip: if you have a lot of other experiences, comment out less relevant roles in LaTeXfor use later
- For example, when applying to DS job in medicine – use your data analyst intern experience in lieu of finance exp

RESEARCH & LABS (PROBABLY "PROJECT" SECTION FOR MOST PEOPLE)

Professor Group @University (Specialty) — Location, XYZ
Undergraduate Researcher — *Month Year – Present*
- **{Stealth}** Very high level if you cannot talk about what you are working on

E.g. Smith Group @BU (ML) — Location, XYZ
Machine Learning Researcher — *Month Year – Month Year*
- How did you contribute to the project? *Paper in progress*
- Not everything has to be in 3 bullet points. If you did not do a lot of work, don't try to come up with some BS just to fill up bullet points
- Move relevant bullet points on top. If the recruiter don't see what they like in the beginning, your resume goes into the trash. Psychologically, humans read beginning and end. Use that to your advantage

University Lab — Location, XYZ
Lab Intern — *Month Year – Month Year*
- The goal of a resume is to get you an interview. Resume is 40% for recruiter, 60% for hiring manager. Recruiters scan for keywords. If the hiring manager is interested, they will ask you for specifics and you can impress them then
- I ran a poll on Blind, and majority of ppl don't want to see bolded keywords
- *Papers:* Published papers with hyperlinks. Remove if you need the extra space

SKILLS & SELECTED HONORS (YOU MAY MOVE THIS SECTION ABOVE PROJECTS IF YOU WANT)

Programming: Python (numpy, pandas, scikit-learn), R, SQL, C, C++, Java, HTML, Bash, LaTeX, etc.
Tools: Tailor to job descriptions. E.g. if JD says Jupyter Notebook, put Jupyter Notebook, not Jupyter.
Awards: 1st in Hackathon1 '22, Finalist in Hackathon2 '23, Merit Scholarship (full tuition, $Amount). Move up if less exp
Awards not so important: If u have a lot of exp. w/ Databases and Big Data tools, have separate section for Data / ML

PROJECTS

Project1 with a URL (notice its dark blue): Python, EDA, Long Short-Term Memory, Decision Trees, Time Series
Project2 with a URL: MongoDB, Express, React, Node, Javascript, HTML, RESTful API
XYZ Lab – Some research project you worked on: R, Excel, Statistics. Great place for keywords!