

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 \LaTeX for 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!