Activity Overview

When applying for jobs as a business intelligence professional, it's important that you present an effective resume. A compelling resume that showcases your relevant skills and experience can directly impact your chances of becoming a candidate for a position.

In this activity, you will revise your current resume to reflect the experiences, technical abilities, knowledge, and skills you've developed in this program. This will ensure that your resume is tailored for business intelligence roles and will help you stand out to potential employers.

Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own work. You will not be able to access the exemplar until you have completed this activity.

Step-By-Step Instructions

Follow the instructions to complete each step of the activity. Then, answer the questions at the end of the activity before going to the next course item to compare your work to a completed exemplar.

Step 1: Conduct a preliminary search

Before you work on your resume, it might help to browse current job openings on job search sites. You might not be ready to begin applying, but if you know more about the job market, you can create a more effective resume.

First, go to the job search site of your choice. Start with a simple Google search for "entry-level business intelligence jobs." Or search on a specific site, such as LinkedIn®, Indeed, or Glassdoor.

You might also try specific search queries such as "medical business intelligence analyst" or "financial business intelligence analyst" to get job listings related to a field of your choice.

When you receive your search results, pay attention to the skills and requirements for the listings. This will give you an idea of which high-demand skills to emphasize in your resume.

Step 2: Select or update your resume format

The template you choose can greatly affect your resume's impact. A clean, simple layout is more accessible than an intricate one. The most effective resume formats are a single page and have only one or two columns.
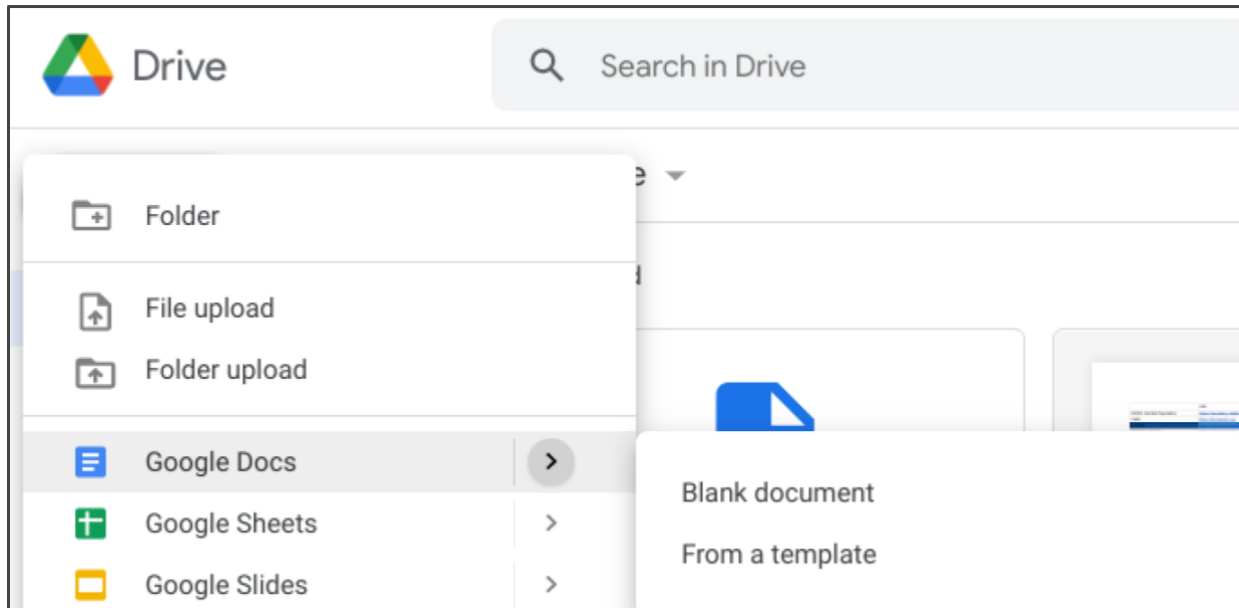
Select the template you prefer.
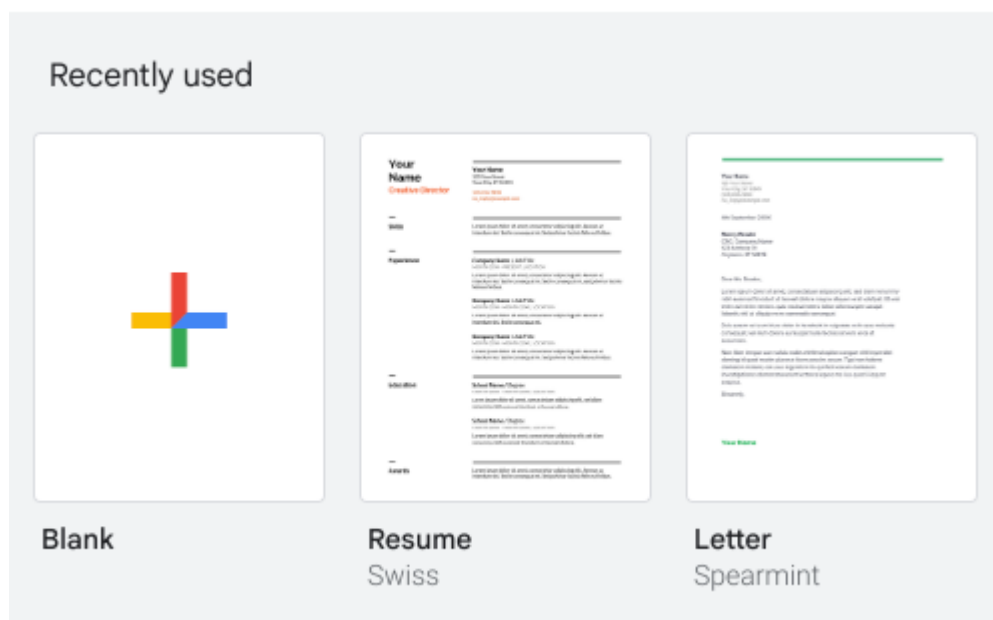
If you don't have a Google account, you can also download [Microsoft Word resume templates](#).

Step 3: Update your personal information

In your resume document, update your personal information:

- Check that your **contact information** is up to date. Your contact information should include your **name**, **location** (such as city and state), **phone number**, and an **email address** that is easy to read, relatively short, and avoids too many words or symbols that are unrelated to your name.
- If you have a **LinkedIn® profile**, add a link to it.
- Add a link to your **portfolio**.

- If necessary, update your **job title** with a title that conveys both your current experience and the role you are seeking, such as Business Intelligence Professional or Business Intelligence Analyst.

Step 4: Update your skills section

Revise the **skills** section of your resume to include the skills you have that align most closely with the requirements for the positions you researched in Step 1. These can include:

- Technical skills you've learned in this program, such as proficiency in DataFlow and Tableau
- Skills you've gained in previous positions
- Strengths and competencies you have, like strong analytical and communication skills

Where applicable, match the language used in the job description since some employers use automation software to filter resumes. For example, if the job description states "strong critical-thinking and problem-solving skills" or "experience producing data visualizations" and you have that skill or experience, use that language in your resume, too.

Your skills section can either be a bulleted list of your technical skills or a few short sentences accompanying your education and experience. The resume template you choose might determine what kind of skills section you use.

Refer to the [Resume-writing workshop](#) for more details on how to discuss your technical skills.

Step 5: Update your education section

The **education** section of your resume should include the name of any school you attended after high school; its location; the degree, diploma, or certificate you earned; and the dates that you attended. List the schools in reverse chronological order with the most recent first.

Include internships, apprenticeships, and any professional certifications or credentials you hold, including the Google Business Intelligence Certificate (and the Google Data Analytics Certificate, if applicable), as well as the month and year of completion.

Because you are still working on earning your certificate, you should include it at the top of your education section with the completion date as "present." When you complete the program, you can update the entry with the month and year you received your certificate.

Step 6: Update your experience section

The **experience** section of your resume provides a summary of the positions you have held in your career. Be sure to list at least three positions in reverse chronological order. This can include volunteer roles and other relevant experience. Each listing should include:

- Company name
- Location
- Job title
- Dates you worked there
- A description of your responsibilities and relevant accomplishments

To make your experience section more effective, emphasize any data-related skills. You might find that many jobs that don't involve data do involve skills that can transfer to a business intelligence setting.

Make sure to discuss your accomplishments in your previous roles and use Problem-Action-Result (PAR) statements. For a refresher on PAR statements, refer to the [Resume-writing workshop](#).

Step 7: Proofread your resume

Finally, carefully proofread your resume for spelling, grammatical, and punctuation errors. You can use the spelling and grammar check tool to help you identify errors, but you should still closely read through every section since this tool does not always find every mistake. You can also ask a friend or colleague to review your resume and provide feedback.

Also, make sure your resume is as concise as possible. Ideally, the length of your resume should be no more than 1–2 pages, particularly early on in your career. If there are places where you can use fewer words to say the same thing, choose a more precise word or concise phrasing. Note that your resume doesn't need to include every responsibility from every job. Once you get an interview, you can go into more details about yourself, but your resume should showcase only your best and most relevant accomplishments.

Pro Tip: Save the document

Finally, be sure to save a copy of your updated resume. Now that you have polished your resume, you can use it to apply to business intelligence jobs.

What to Include in Your Response

Be sure to address the following criteria in your completed resume:

- Your **personal information**, including your name, job title, address, phone number, email address, and links to your LinkedIn® profile and portfolio
- Your **education**, including the name of each institution and its location; the degree, diploma, or certificate you earned (including the Google Business Intelligence Career Certificate); and the dates you attended
- Your **experience**, including each company name and location, your job title, the dates you worked there, and a description of your responsibilities, emphasizing BI-related and transferable skills and relevant accomplishments
- The **skills** you have gained from previous experience and this program that align most closely to business intelligence and the specific job postings you researched

Your resume should also:

- Use correct grammar, spelling, and punctuation
- Be no more than 1–2 pages in length