

Building Your Data Science Resume

This doc will lead you through the construction and development of your resume and how to highlight your unique experiences and sharpen technical skills for potential employers. The checklist items are required to get a passing grade on these projects, so be sure to review each item carefully.

Note: falsifying or misrepresenting your experience may result in losing access to career services and/or job guarantee eligibility.

Let's dive in!

Getting Started

You will need some key materials to build or update your resume:

- Your completed [Accomplishment Statements Worksheet](#)
- [Adding Your Springboard to Your Resume & LinkedIn Profile](#)

Resume Checklist

Project: Create/Update your Professional Data Science Resume

****To edit, click *File > Make a copy* or *File > Download As > (select file type)*****

Criteria	Meets Expectations
Building Your Resume	<p>Resume Design Tools</p> <ul style="list-style-type: none">• Consider building your resume from scratch using Google Docs or Microsoft Word• Template Suggestions:<ul style="list-style-type: none">◦ The Muse Resume Template◦ Google Templates<ul style="list-style-type: none">■ Typical resume template■ 2-column design◦ Canva templates (Note: Any template used should be minimalist in design)• AVOID creating resumes in Figma or Creddle. These are not ATS-friendly! <p>Check out the sample resume in this Application Materials Unit for reference.</p>

<h2>Section Completion Checklist</h2>	<p>This is the preferred section order for your resume. Subject to change based on career coach feedback.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact Info <input type="checkbox"/> Summary <input type="checkbox"/> Skills Section <input type="checkbox"/> Projects Section (if you don't have recent, relevant experience - if you do, add the Experience section first) <input type="checkbox"/> Experience Section <input type="checkbox"/> Education Section
<h2>Contact Info</h2>	<p>Contact details are clear and easy to find and include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name - is easy to see and stands out by using a bigger font size than the rest of the resume <input type="checkbox"/> Email address (a professional one that includes your name) <input type="checkbox"/> Phone number <input type="checkbox"/> Location (city and state or province only) <input type="checkbox"/> GitHub or Kaggle URL (hyperlinked) <input type="checkbox"/> Personalized LinkedIn URL (hyperlinked)
<h2>Summary</h2>	<p>Professional Summary</p> <ul style="list-style-type: none"> <input type="checkbox"/> A brief overview of your skills (highlight technical skills/experiences!), professional experience, achievements, and direction you're looking to take your career and why if you're making a career pivot (think <i>passion</i> - why do you have passion for the direction you're looking to go? What about your prior experiences can you tie in as relevant to the direction you're looking to go?). It should be concise, informative, and tailored to the specific job you are applying for. Think: short elevator pitch, ideally 3-5 sentences <p><i>Example:</i></p> <p><i>Recent graduate of a data science bootcamp with a strong foundation in statistical modeling, machine learning, and data</i></p>

	<p><i>manipulation. Skilled in Python, R, and scikit-learn for developing predictive models and extracting insights from complex datasets. Adept at presenting complex findings to technical and non-technical stakeholders. Eager to leverage my skills to drive data-driven solutions for business growth and informed decision-making.</i></p> <p>Note: You will update your summary based on the position for which you are applying, matching your summary to the company's mission and culture</p>
Skills Section	<ul style="list-style-type: none"> <input type="checkbox"/> Technical skills section contains skills relevant to your career goal/ideal role, such as: <ul style="list-style-type: none"> <input type="checkbox"/> Languages: Python, SQL, R <input type="checkbox"/> Data Visualization/Analytics: Tableau, Excel, Power BI <input type="checkbox"/> Statistical Analysis: Regression modeling, hypothesis testing, predictive analysis <input type="checkbox"/> Does not include a list of power skills (ex. Team player, problem-solving, collaborative, etc.) as these should be exemplified in your experience section <p>Note: When you apply to a specific job, you will need to review the job description to identify the required skills and 'nice to have' skills that the employer is looking for and, of course, only list skills that you can speak to in an interview.</p>
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> If including Springboard in this section (versus the Project section), it clearly states that you are a student or fellow. See the See Adding Springboard to your Resume. <input type="checkbox"/> Experience is listed in reverse chronological order <input type="checkbox"/> Dates are written in a consistent format. Consider the Month & Year format (ex. August 2023) <input type="checkbox"/> Locations are written in a consistent format (ex. City, State) <input type="checkbox"/> Relevant professional experience highlights transferable skills and includes any data scienc-related pro-bono and contract work

	<ul style="list-style-type: none"> <input type="checkbox"/> Experience demonstrates your “power skills” (ex. collaboration, problem-solving, teamwork) <input type="checkbox"/> Job titles and company names are clear and easy to see/understand <input type="checkbox"/> Bullet-point statements describing your work start with an action verb and are concise and emphasize outcomes, achievements, and quantification of results where possible <ul style="list-style-type: none"> <input type="checkbox"/> Mention technical tools used (SQL, Python,, etc.) wherever you can in prior or current statements - consider using bold font to highlight these tools so recruiters and hiring managers can easily see them <input type="checkbox"/> Include between 3 and 6 bullets reflecting responsibilities for each experience/job you list <input type="checkbox"/> Verb consistency - use past tense verbs for any previous experience
Projects Section	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant data science projects (Capstone 1 and 2) are included, especially if you have minimal relevant experience <input type="checkbox"/> Verb consistency - use past tense verbs for any completed projects <input type="checkbox"/> Project descriptions should be brief and succinct. Include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Goal of the project <input type="checkbox"/> Skills and tools used to accomplish the goal (make tools used bold font) <input type="checkbox"/> Outcome of the project <input type="checkbox"/> Projects include a hyperlink to GitHub and the hosted live site
Education Section	<ul style="list-style-type: none"> <input type="checkbox"/> All relevant education, including Springboard, is included. See Adding Springboard to your Resume and LinkedIn. <input type="checkbox"/> Month and Year that you received or expect to receive the degree/certification are included (NOTE: your coach may

	<p>suggest that you remove dates based on your unique circumstances)</p> <p><input type="checkbox"/> Omit high school and Associates Degree information if you have a Bachelor's Degree</p>
Other	<p><input type="checkbox"/> (Optional) Include any languages spoken, other than English</p> <p><input type="checkbox"/> Include any relevant certifications</p> <p><input type="checkbox"/> Write for the role you are targeting using keywords</p> <p><input type="checkbox"/> Avoid extraneous or unrelated information or irrelevant experience. Remember that most resumes are reviewed in as little as 15 seconds, so it's important to be concise.</p>
Presentation	<p><input type="checkbox"/> Resume is appealing and easy to look at; it is easy to find information by section. See resume examples</p> <p><input type="checkbox"/> Deploys a good use of white space</p> <p><input type="checkbox"/> Color palette is clean and simple</p> <p><input type="checkbox"/> Font size is between 10-12 pts for body text; 2-4 pts larger for headings</p> <p><input type="checkbox"/> Font type is san-serif only (ex. Arial, Roboto, Verdana). Avoid fonts such as Times New Roman and Comic Sans</p> <p><input type="checkbox"/> Avoid over-designing with graphics and tables. No software experience meters, graphs, tables, or icons</p> <p><input type="checkbox"/> Formatting is consistent throughout the resume</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consistent fonts style and size (except for your name) <input type="checkbox"/> Consistent titles/section headers <input type="checkbox"/> Consistent bullet points <p><input type="checkbox"/> No grammatical errors or typos throughout the document - ask a friend or family member to proofread it for you or use a platform such as Grammarly.</p> <p><input type="checkbox"/> Resume is 1 page; If relevant experience is extensive (more than 10 years), resume does not exceed 2 pages</p> <p><input type="checkbox"/> No photo is included</p>

Applicant Tracking System (ATS) Optimization

Not all companies use an ATS and some are more sophisticated than others. There are some companies where recruiters read all resumes for certain positions, despite having an ATS. Either way, it's important that your resume is full of keywords and easy to reach.

- ☐ Run your resume through [Jobscan](#) or [Resume Worded](#) to ensure that it's ATS-friendly
- ☐ Use a tool like [Jobalytics](#) to analyze your resume against a job description

Note: Pay close attention to the keyword recommendations and use your judgment or connect with a career coach on which suggestions are most appropriate and relevant.