CAL POLY
Career Services

STAT 365 Resumes & Cover Letters

Jordan Wolf-Dodson (she/her)
Lead Career Counselor
Bailey College of Science and Mathematics

What is the purpose?

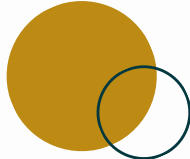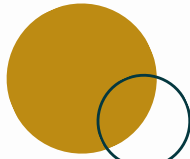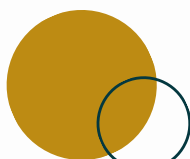| Resume | Cover Letter |

What is the purpose?

Resume

- To get an interview!
- Demonstrate competencies and experience
- Make a great first impression

Cover Letter

- Express further interest in the position
- Elaborate on why you would be a good fit
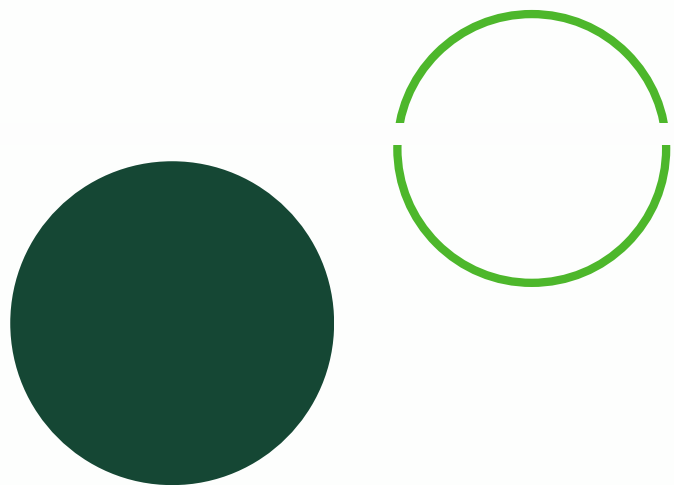- Showcase professional writing skills

General Resume Tips

- **One page (if possible!)**
- **Most important/relevant information near the top**
- **Focus on <u>accomplishments</u> and <u>transferable skills</u>**
- **Use bullet points and start with action verbs (keep track of present/past tense)**
- **Simple/consistent formatting**
- **10-12 font (Calibri, Arial, Times), 0.5 - 1" margins**

What Can I Put on My Resume?

What Can I Put on My Resume?

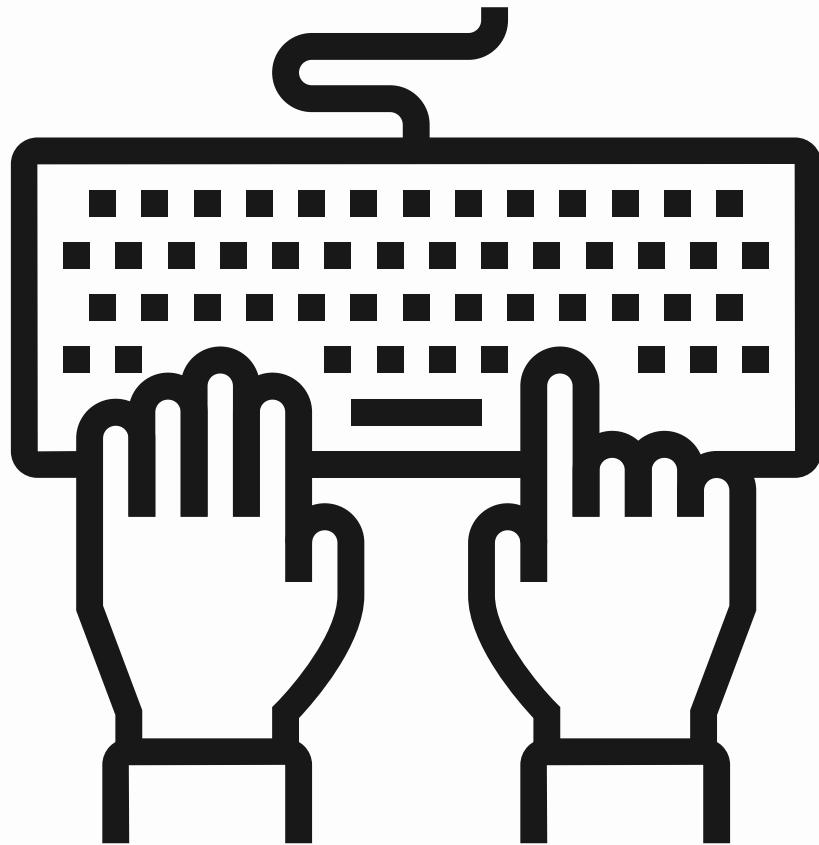- **Contact Info (Name, email, phone, LinkedIn)**
- **Education (Degree, Minor(s), Concentration, GPA optional)**
- **Relevant Coursework**
- **Technical & Language Skills**
- **Research/Internships/Work Experience**
- **Include Soft/Success Skills in bullet points**
- **Projects (class, personal, club - count 'em all!)**
- **Volunteer work/Leadership/Involvement**
- **Awards and/or Honors**
- **Hobbies/Interests**

Bullet Point Breakdown

- **Not complete sentences**

- **Action Verb + What You Did + Why It Matters**

- **List accomplishments rather than duties!**
  - **What skills did you use?**
  - **How did you benefit the company or project? Share the results of your work.**

- **Quantify when possible!**

Bullet Point Breakdown

- **Not complete sentences**

- **Action Verb + What You Did + Why It Matters**

- **List accomplishments rather than duties**
  - **What skills did you use?**
  - **How did you benefit the company or project? Share the results of your work.**

- **Quantify when possible!**

BEFORE:

Retail Associate, Vans, San Luis Obispo, CA
- Duties included: cash register, brand promotion, stock and inventory, making displays, customer service
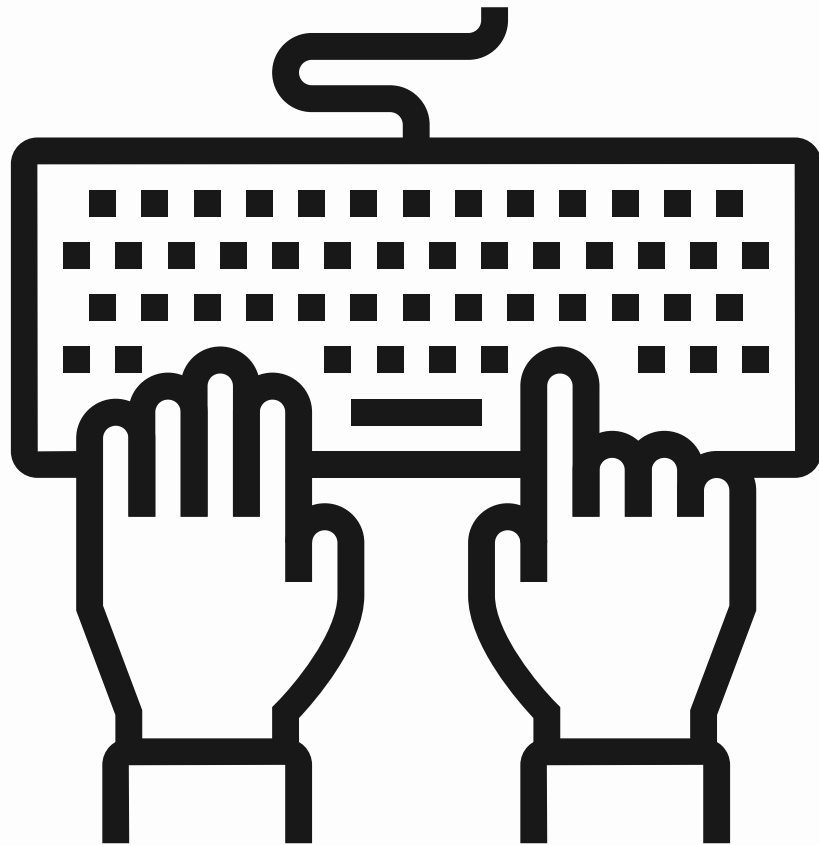
Bullet Point Breakdown

- **Not complete sentences**
- **Action Verb + What You Did + Why It Matters**
- **List accomplishments rather than duties**
  - **What skills did you use?**
  - **How did you benefit the company or project? Share the results of your work.**
- **Quantify when possible!**

BEFORE:
Retail Associate, Vans, San Luis Obispo, CA
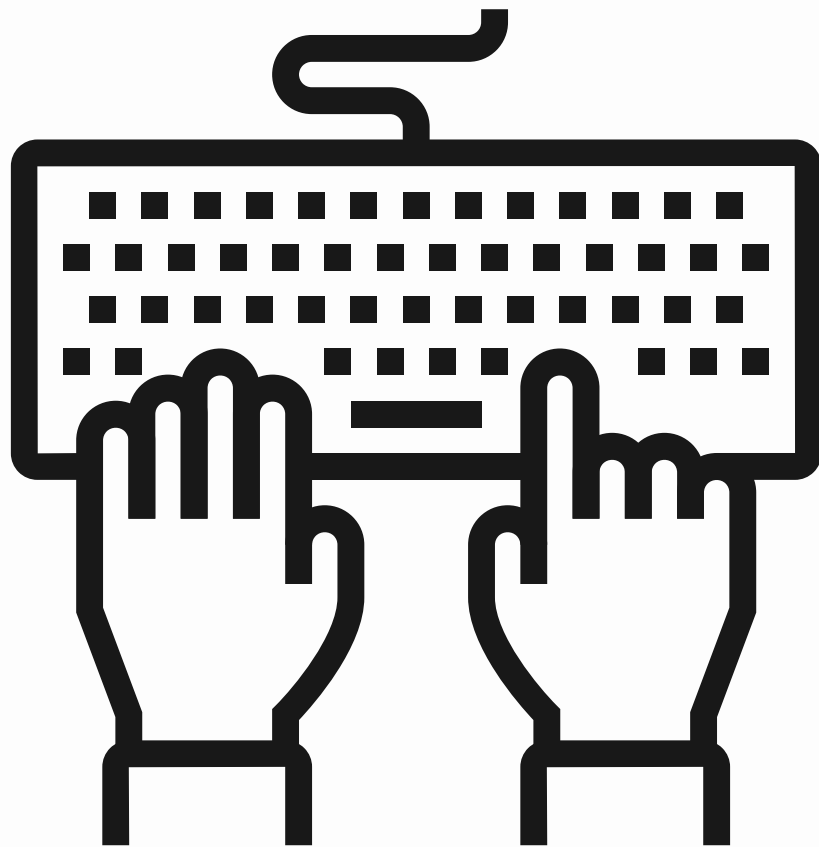- Duties included: cash register, brand promotion, stock and inventory, making displays, customer service

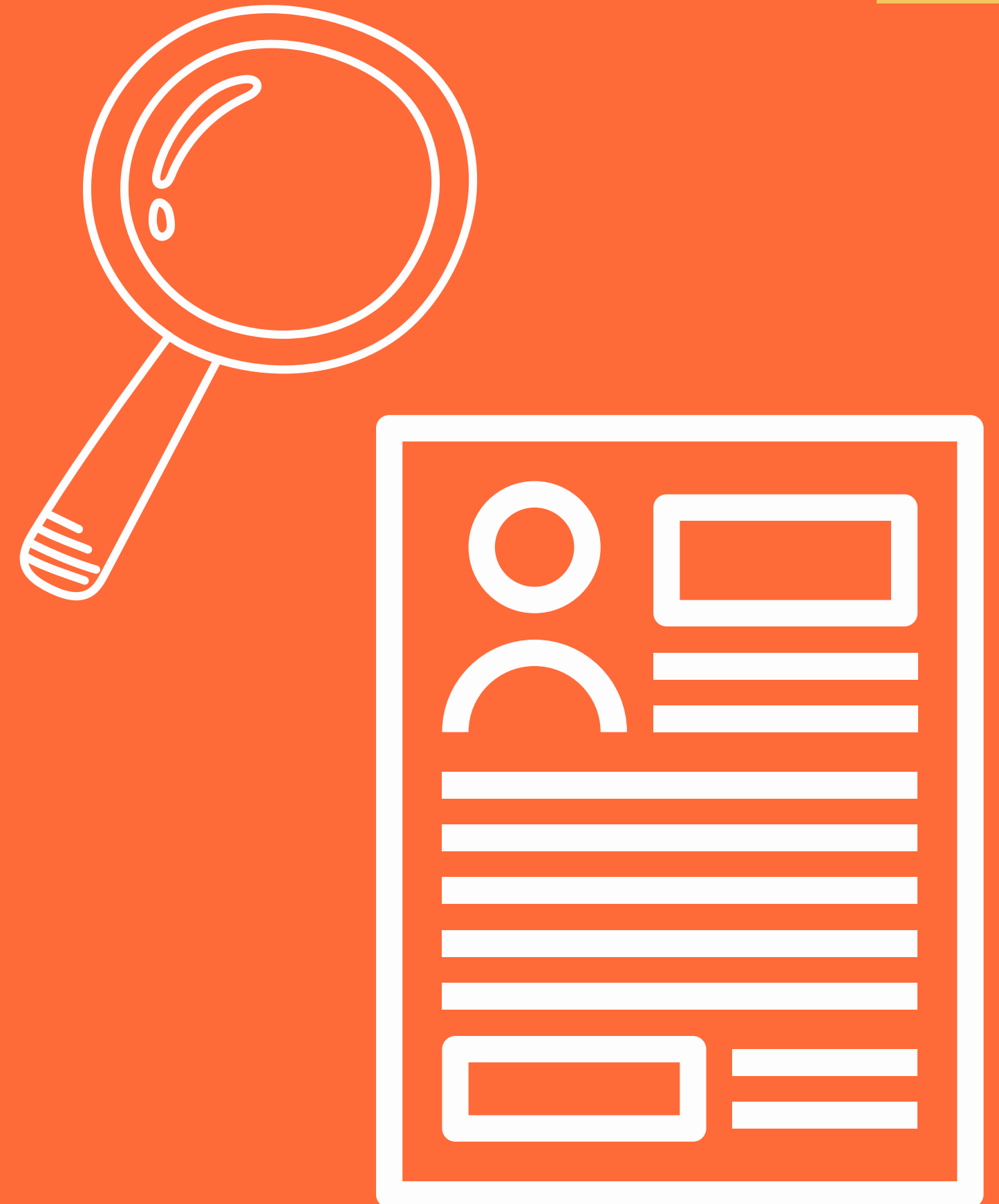**AFTER:**
Retail Associate, Vans, San Luis Obispo, CA (10-15 hours per week)
- Communicated with customers in a professional manner to answer questions and resolve conflict
- Increased sales by 5% by providing exceptional service and brand promotion
- Utilized excellent organizational skills when performing weekly inventory
- Enhanced teamwork skills through collaboration with 6 staff members

TAILOR YOUR RESUME

- **Use the job listing:** Customize resume using <u>key words</u> and qualifications in job listing
- Many companies use **Applicant Tracking Systems (ATS)** to screen your resume for key words
- **Resource:** <u>jobscan.co</u>, ChatGPT

Data Science Intern - Kodiak Robotics Example #1

Qualifications:

- BS, MS or PhD in Computer Science, Statistics, Operations Research or related quantitative technical fields.
- Strong understanding of data aggregation and interrogation statistics metrics implementation & underlying mathematical/statistical principles
- Ability to communicate complex data in a simple, actionable way
- Practical knowledge of common data analysis, inference, and statistical modeling tools, using Python and SQL
- Take ownership and enjoy working with the team to deliver actionable results.

What stands out to you in this job description?

Tax Data Analyst - Salesforce Example #2

Minimum Qualifications:

- Currently enrolled full-time in college and pursuing a Business (Accounting), Data Science, Statistics, Economics or Computer science degree (with a focus in business analytics or data science is desired)
- Graduation date between December 2024 - August 2025
- Experience telling stories with data and familiarity with Tableau visualization tool
- Proficent in Excel
- Experience applying your analytics skills to projects which have had impact on business strategy and performance
- Interest in unlocking new opportunities for growth by discovering insights, automate processes and predictive modeling.
- Ability to craft analysis into well-written content

Preferred Qualifications:

- Working knowledge of basic statistical concepts (e.g. regressions, A/B tests, clustering, probability) and how to apply them to practical questions
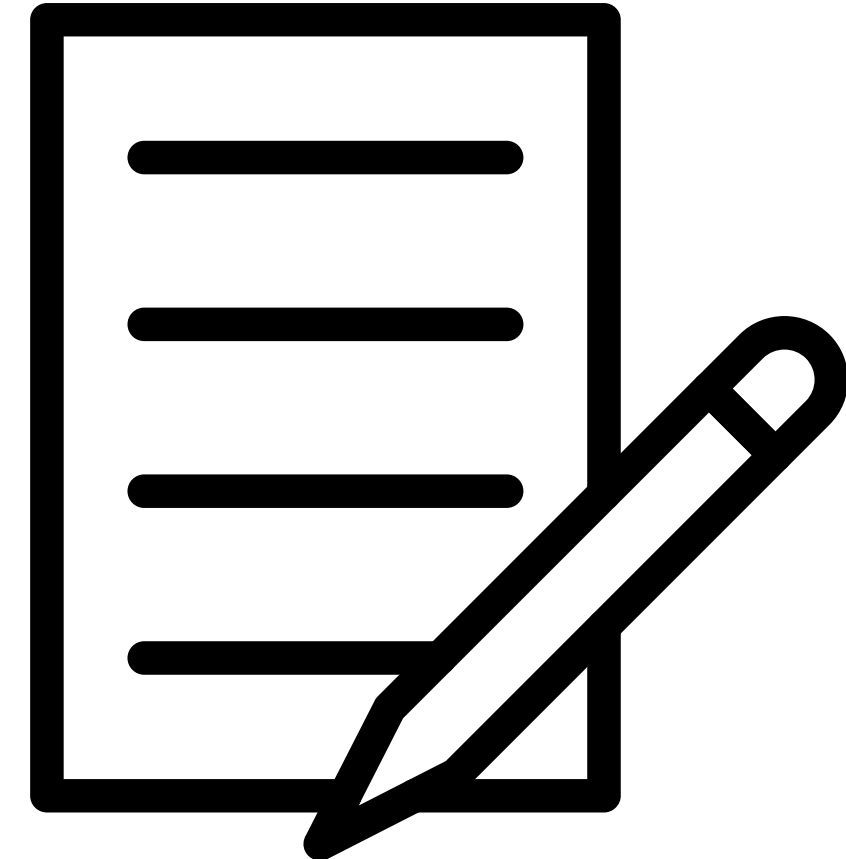- Basic knowledge of Tax industry

General Cover Letter Tips

- Use the same header (contact info) as your resume
- Follow a standard business letter format (1 page, white paper, standard-sized)
- 0.5 to 1" margins all around
- 3-4 paragraphs in length
- Address the person directly when possible (if unsure, use "Dear Hiring Manager" or "Dear Hiring Committee")

Cover Letter Reminders

- **Personalize letter to the SPECIFIC job/internship description**
- **Select 2 key qualifications to focus on**
  - **Your resume is a list of qualifications...**
  - **Your cover letter is your INTENT**
- **Talk about why you're interested in the organization**
  - **Rather than explain why the position is good for you...**
  - **Discuss how your skills can help them!**

Content of an Effective Cover Letter

- ## First paragraph: "Why them?"

I am writing to express my interest in the Data Science Internship at [Company Name].
I heard about this opportunity from a colleague and am excited to apply. After reviewing your website, I am impressed by your company's [insert reasons why you are interested]. As a second-year undergraduate student majoring in Statistics at Cal Poly, I am eager to implement my analytical skills and passion for data to contribute to the success of [Company Name].

- ## Second paragraph: "Why you?"

Throughout my academic journey, I have developed a solid foundation in statistical concepts, data analysis, and programming languages such as R. Additionally, I have gained practical experience working on projects that involve collecting, cleaning, and analyzing large datasets. During my [insert class project], I derived valuable insights from complex data and communicated the results effectively. I've also strengthened my interpersonal and organizational skills through my [insert student job] and have received positive feedback from my supervisor.

- ## Closing paragraph: "Next steps"

I am excited about the opportunity to join a dynamic and innovative team, and I feel confident that my skills align well with your internship responsibilities. I look forward to hearing from you to further discuss my qualifications. Thank you for your time and consideration.

Resume/Cover Letter Resources

- Sample Statistics Resume
- Resume Guide
- Resume Checklist
- Cover Letter Guide

Check Out Career Services!

Resource Toolkit

- **Resumes/Cover Letters**
- **Interview Prep**
- **Negotiating Offers**
- **Career Exploration**
- **Job Search**

Informational Interviews/ Networking

- **LinkedIn**
- **Career Connections**
- **Learn from others in your field of interest!**

Graduate Status Report

- **See where other statistics students have found employment!**
- **Companies, job titles, industries**

Meet with Us!

- **Schedule an appointment (20-30 min, in-person or Zoom)**
- **Drop-In hours (Zoom, 11am-1pm, Mon - Fri)**