



CAL POLY
Career Services

STAT 365

Resumes & Cover Letters

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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

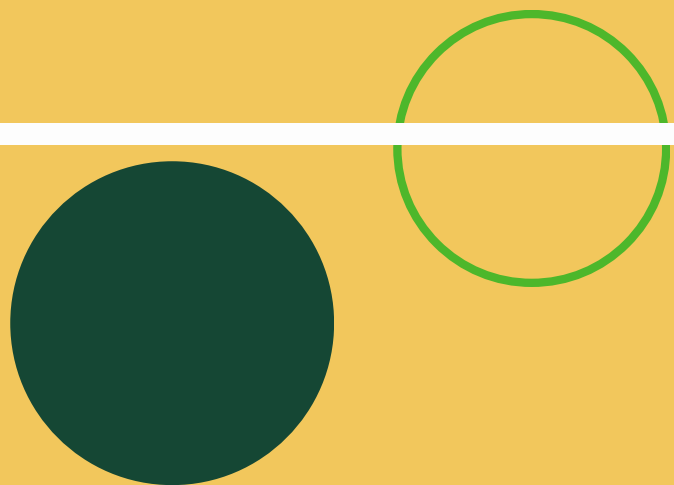
- Express further interest in the position
- Elaborate on why you would be a good fit
- Showcase professional writing skills

General Resume Tips

- **One page (if possible!)**
- **Most important/relevant information near the top**
- **Focus on accomplishments and transferable skills**
- **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**



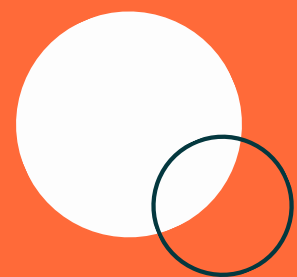
What Can I Put on My Resume?



What Can I Put on My Resume?

- **Contact Info (Name, Email, Phone, LinkedIn, GitHub)**
- **Education (Degree(s), Minor(s), GPA optional)**
- **Relevant Coursework**
- **Technical & Language Skills**
 - Ex. Computer skills, software tools, specific areas of knowledge
- **Internships/Work Experience/Research (include soft skills)**
- **Projects (class, personal, club - count 'em all!)**
- **Volunteer work/Leadership/Involvement**
- **Awards and/or Honors**
- **Hobbies/Interests**

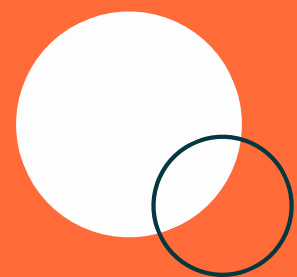




Bullet Point Breakdown

- **Not complete sentences**
- **Action Verb + What You Did + Why It Matters**
- **List accomplishments, not duties!**
 - **What sets you apart?**
 - **How did you benefit the company? Share the results of your work.**
- **Quantify when possible!**





Bullet Point Breakdown

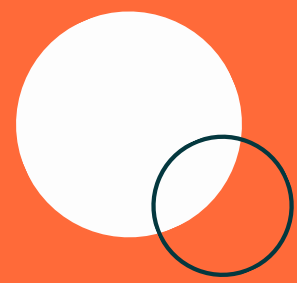
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BEFORE:

Sales Associate, The Gap - San Luis Obispo, CA

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AFTER (*incorporating accomplishments*):

Sales Associate, The Gap - San Luis Obispo, CA (15-20 hours per week)

- Improved product visibility by creating appealing merchandise displays
- Increased sales by 10% by providing tailored, exceptional service
- Utilized excellent attention to detail skills in performing weekly inventory
- Enhanced teamwork skills through collaboration with 8 staff members

TAILOR YOUR RESUME

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

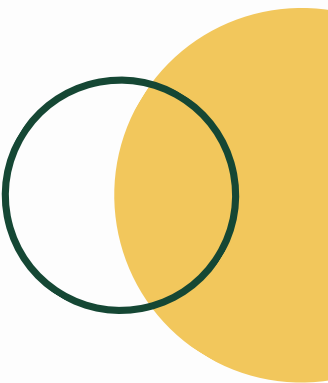


Data Analyst Intern - Job Requirements Example

REQUIREMENTS

“Experience” listed below may be fulfilled professionally or academically

- Working toward or already obtained a bachelor’s degree in data analytics, data science, statistics, economics, or related quantitative discipline
- 1-2 years experience applying basic analytics techniques, ideally working with database querying (i.e. SQL, Snowflake), report building (i.e. Tableau, Power BI), and advanced spreadsheet analysis (i.e. Excel, Google Sheets)
- 1+ year experience applying statistical methodologies or A/B testing; general or statistical programming experience (i.e. Python, R) a plus
- Experience or interest in communicating directly with non-technical stakeholders
- Passion for complex problem solving and storytelling through data
- Passion for gaming or writing a plus
- Positive attitude and desire to work in a team environment
- Willingness to adapt to changing business environment and evolving role

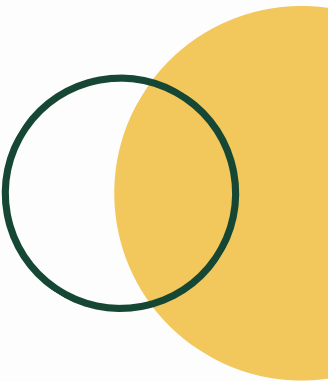


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General Cover Letter Tips

- **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 third-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. I have also gained practical experience working on projects that involve collecting, cleaning, and analyzing large datasets. This experience has equipped me with the ability to derive valuable insights from complex data and communicate them effectively. Additionally, as an intern at [Company Name], I became interested in...etc.

- **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, 1-4pm Mon-Thurs)