U D A C I T Y

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Resume Review Career Service

REVIEW
HISTORY

REVIEWED BY
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A solid resume is a strong foundation! 💪🏽

Great news, I reviewed your resume and you've definitely done a great job!

Now let's focus on the finishing touches so we can pass your resubmission. Here's what could be improved in your resume:

- 🔍 Resume should be max. 1 page long for entry-level jobs
- 🔍 The standard order has not been used in the resume
- 🔍 The alignment should be improved
- 🔍 The resume Should be free of inconsistencies
- 🔍 There must be no more than 4 bullet points in your previous experiences
- 🔍 The experience bullet points shouldn't be longer than a sentence and 1½ lines

Besides the feedback mentioned below, I think that you'd also benefit from checking out these links for more in-depth information related to resumes:

- How to Evaluate Resumes and CVs: It's a good idea to see how things are on the other side of the hiring process. Take a look at this list that tells you what HR managers are looking for in applicants' resumes.

- How Many Jobs Should I Apply To?: Learn how many jobs you should apply for every day for the best chances of finding a new job fast – whether you're unemployed or currently working.

I hope this feedback helps you out.

Keep being awesome!

Targeted For Profession

- Prove the ability to succeed in job's responsibilities in one of the following ways:
    - If past experiences are not related to the job field or past work includes industry experience in a different role, resume includes a summary statement (1-2 sentences) that talks about how those experiences support the new career path and how past work or achievements transfer to desired role's responsibilities.
    - If past experience relates to the job field, the resume includes relevant keywords, skills, and experiences

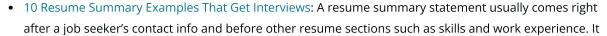✅ [*Adequate*]: You have correctly proved your ability to succeed in this job's responsibilities

Your resume looks good and you have correctly proved your ability to succeed in the relevant areas of the position with your expertise and competencies.

Keep in mind that creating customized resumes for potential employers demonstrates that you are ready for the available work and it's more likely that you will receive more positive responses from recruiters and hiring managers.

Also, don't let lack of skills keep you from applying for a job that you find interesting. If you come across a job that looks interesting to you and you have at least 60% of the required skills, I would recommend you to still apply. You wouldn't believe how common it is for companies to have a hard time finding applicants for some positions (especially for tech-related jobs). You would be shooting yourself in the foot if you didn't give it a try. After all, the worst that can happen is that you don't hear back from them.

Data Analyst with strong expertise in SQL, Power BI, Tableau and Azure data tools. Seeks to bring an over 3 years' experience in Data Analysis with proven results in unlocking data driven insights from datasets to drive business decisions and strategy in a fast-paced organization.

- [10 Resume Summary Examples That Get Interviews](#): A resume summary statement usually comes right after a job seeker's contact info and before other resume sections such as skills and work experience. It

provides employers with a brief overview of a candidate's career accomplishments and qualifications before they read further.

- Everything You Need to Know About a Resume Summary + Tips and Examples: Learn how to craft a powerful keyword-rich resume summary that quickly hooks recruiters' attention and gets interviews.

General

- Resume is the appropriate length for showcasing the user's professional background:
    - Entry-level job applicant resumes should only be 1 page maximum.
    - For candidates with 10+ years of work experience, any experience 5+ years ago should be limited to job title and company unless deeply relevant to the job posting.
- Resume is in PDF format.
- Links are hyperlinked.
- Resume uses one of the following standard orders:
    - Heading, Skills, Projects in that order; Experience and Education in any order.
    - Heading; Education or Experience in any order; Projects, Skills in that order.

🔍 [*To be improved*]: The resume should be max. 1 page long for entry-level jobs

Whenever you are applying for an entry-level job, it's best to keep things simple and straightforward.

As you probably have already heard, most recruiters spend only about 6 seconds going through resumes. This is especially true for entry-level job applications. That's why it's essential to keep things as simple as possible and to-the-point.

💡HOW TO FIX THIS ISSUE:

Please make sure that everything is displayed on a single page. In order to achieve this you have several options:

- You can rearrange the structure of your resume (respecting the standard order mentioned below)
- You could use a slightly smaller font (but keeping things professional and readable)
- You could also remove irrelevant sections experiences or skills (if any).

✅ [*Adequate*]: The resume has been submitted in PDF format

Good job using a PDF file to submit your resume.

Using other formats, such as Microsoft Word (`.docx`) documents should be avoided at all costs.

PDF files help to guarantee that everyone who needs to read your resume will see it exactly as you intended it to be seen.

✅ [*Adequate*]: The links are hyperlinked!

This is a very common thing to overlook, but it's of vital importance. Keep in mind that hiring managers have to go through tons of applications and they only allocate about 6 seconds to each resume. Having a link that doesn't work is an easy way to haver your application discarded.

That's why it's good to see that the links in your PDF file work as intended. Thanks for putting special attention to small details like this one.

🔍 [*To be improved*]: The standard order has not been used in the resume

Unfortunately, it seems that your resume is not using the mentioned standard orders.

This might seem unimportant at first, but it's actually one of the most important things in a resume. Remember, you are trying to make things easy for a recruiter that will spend no more than a few seconds looking at your resume. That's why having things in a pre-established order is essential.

💡HOW TO FIX THIS ISSUE:

You just have to re-arrange the sections in your resume. There are two options here. The first one goes like this:

- Heading
- Skills
- Projects
- Experience*
- Education*

In this case, Experience and Education (marked with a *) can be swapped, but the first three sections must be kept in the order shown.

The other option is as follows:

- Heading
- Education*
- Experience*
- Projects
- Skills

Here, Experience and Education (marked with a *) can also be swapped, but the remaining three sections must be kept as they can be seen.

- The 3 Best Resume Formats to Use: The perfect resume format has to pass applicant tracking systems. Show off your value as a future employee. And help recruiters make the right decision—invite you to the interview.

- How Long Should a Resume Be?: Learn five tips to improve your resume and help it stand out to employers!

- Spelling and grammar are correct.
- Correct tense is used in bullet points (past tense for previous, current tense for ongoing) and consistent.
- Resume does not include: age, gender, marital status, photo, or mention of references.
- Resume uses positive language.
- Resume does not indicate that the candidate is seeking a job because this may be extraneous or redundant information.

✅ [*Adequate*]: The grammar and spelling are correct

In order to keep things professional, it's essential to have correct grammar and spelling in your resume.

Most recruiters take this into consideration and will discard a resume with multiple typos.

Remember, detail and accuracy is as important as years of experience and skills.

✅ [*Adequate*]: The correct tense has been used in the bullet points

Well done! You have used the correct tense in your bullet points (past tense for previous and present tense for ongoing stuff).

Small details like this are sometimes easy to overlook but getting them right is essential and can go a long way in showcasing your professionality.

✅ [*Adequate*]: The resume does not include unnecessary information

It's good to see that you are keeping things simple in your resume by not adding unnecessary information such as age, gender, marital status, photo, or references.

Some people commonly think that adding all these details can improve your chances, but the truth is that hiring managers don't need this data in the initial stage. If they want to get this information, they will ask for it in the next steps of the hiring process.

✅ [*Adequate*]: Positive language has been used

Great job here! Using positive language really does make a difference and helps to keep your chances high!

✅ [*Adequate*]: The resume does not explicitly indicate that you are looking for a job

Nowhere in your resume is explicitly written that you are looking for a job, which is a good thing. This would be considered extraneous, unprofessional, and redundant.

- [No, You Should NOT Have a Picture on Your Resume](#): Unless you live in one of the countries where it's customary, including a photo on a resume is not a good idea. Find out why a resume with pictures is problematic.

- [Common Grammar Rules for Resumes](#): Recruiters will tend to disregard applications due to poor grammar and even poor vocabulary because of the level of competition in the current job market.

- Name is at the top of the page and larger than other text.
- Section headings, company names, and titles are made distinct from other text through capitalization or bolded font.
- Content is horizontally optimized in the following ways:
  - Uses space well for a reader to scan from top to bottom.
  - Condenses lists for single words to the same line.
  - There are no lines that are words "dangling" from the end of the previous line's sentence.

✅ [*Adequate*]: The name is shown correctly at the top

Good job placing the name at the top of the resume and making sure that it stands out from the rest of the resume.

✅ [*Adequate*]: Correct capitalization and bold text has been used

It's good to see that your headings and titles stand out correctly with the use of capitalized and bold text.

Way to go!

✅ [*Adequate*]: The content has been horizontally optimized

Your resume uses space well for a reader to scan from top to bottom, condenses lists for single words to the same line, and overall mantains a good structure.

- [What is a Good Headline for a Resume?](#): The purpose of a resume title is to make a first impression, catch the hiring manager's attention, and make them read on. Good resume headlines are snappy one-liners that summarize the job seeker's industry career.

- [Resume Line Spacing: Why It's Important and How to Format](#): Formatting your resume to showcase your best skills, your experience and qualifications is essential in making an impression on employers. However, your resume line spacing is equally as important as the information you put into it.

- All text is aligned to the left and/or right axis.
- Within sections (ie: bullet points) or groups (ie: headers), there are no inconsistencies in the following:
    - font color
    - type or size
    - margin-size
    - spacing
- Font is professional. Examples are serif fonts like Times New Roman or sans-serif fonts like Verdana.
- Bullet points and formatting such as bolded font are consistent across all sections.

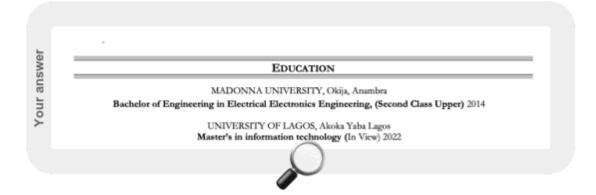## 🔍 [*To be improved*]: The alignment should be improved

I've noticed that there are misaligned items in your resume. This is a small detail that actually says a lot. Hiring managers often discard resumes with alignement issues (as well as typos) because they interpret this as lack of professionalism.

Making sure that the alignment is in order can go a long way in indirectly conveying a professional tone in your resume.

💡HOW TO FIX THIS ISSUE:

Please rearrenge the misaligned items in your resume. This is something that often happens when using and modifying templates, so it's best to avoid them whenever possible.

Actually, a single, minimalistic document (black text on a white sheet) can be very powerful in terms of professionalism and engagement opportunities.

Your answer

EDUCATION

MADONNA UNIVERSITY, Okija, Anambra
Bachelor of Engineering in Electrical Electronics Engineering, (Second Class Upper) 2014

UNIVERSITY OF LAGOS, Akoka Yaba Lagos
Master's in information technology (In View) 2022

Your answer

TECHNOLOGY SUMMARY

SQL Server, Postgre SQL, Power BI, Python, Tableau●

🔍 [*To be improved*]: The resume should be free of inconsistencies

Unfortunately, there are some inconsistencies in your resume that need to be fixed before we can mark this rubric item as completed.

Keeping your fonts, colors, spacing, and other elements consistent really helps to keep things professional.

💡HOW TO FIX THIS ISSUE:

Please make sure that the following elements in your resume are kept consistent:

- Font types
- Font weight
- Font sizes
- Colors
- Spacing
- Margins

✅ [*Adequate*]: Professional fonts have been used

The font you have used for your resume looks great, is very readable, and looks professional.

Great job!

- A Guide to Resume Margins: When creating your resume, it is important to present your information in an appealing and readable format. You can do this even if you don't have expertise with design. Crafting a great resume begins with formatting, which involves elements like margin and font size.

- Resume' Inconsistencies Can Cause Rejection?: Inconsistency problems may be worse than typos because the recruiter or hiring manager (R&HM) may reject the job seeker for inconsistency but can't explain why or what's bothering them about their resume'.

Heading

Heading includes:

- Full name
- Phone number
- Email
- Location
- Links to LinkedIn, GitHub and/or personal website

✅ [*Adequate*]: The heading contains all the necessary elements

Good job including your full name, phone number, email, location, and relevant links in your heading. It certainly looks great and the recruiter will have all the information they need to learn more about you.

- [How to Write Contact Information That Gets Your Resume Noticed](): Your resume is one of the most important tools you'll use to communicate your skills, qualities and qualifications when applying for jobs. Employers typically skim resumes at first, so it is important to understand how to effectively write and format your resume to get their attention right away.

- [How to Include Your Contact Information on Your Resume](): Without detailed contact information, or with incorrect contact information, employers will not be able to get in touch with you. You want to make it as easy as possible for an employer or hiring manager to contact you about the job you're applying for.
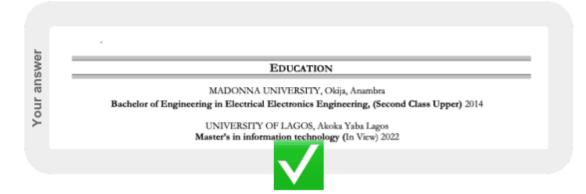
Education

- Relevant and recent education is included.
    - If the candidate is working on/has completed a Nanodegree program, it should be included in this section, even if incomplete
    - Any college, including major and/or relevant courses, are included.
- For incomplete education that is not in progress, users can frame this experience positively by focusing on what they did complete. For example: "60 credits toward a Bachelor's degree in Computer Science" or "Courses completed in computer science, design, communications."

✅ [*Adequate*]: Details of relevant education have been included

Congratulations on your academic accomplishments and commitment to continuous learning.

The education details you have included meet the requirements of the rubric and certainly are sufficient for a hiring manager.

- How to List Education on a Resume: For most people, putting education on a resume is as easy as Tic Tac Toe. Name of University, Degree, Graduation Year - Done. But for others, figuring out how to put your education on a resume is harder than it looks.

- Should I Put In An Incomplete Degree On A Resume?: Don't focus on whether or not your degree is finished, but rather put your attention on some more important questions:

Skills

- Relevant and challenging technologies such as programming languages, frameworks, version control systems, databases, operating systems, image/video/audio editing software, etc. are listed, with ones of the highest level of proficiency mentioned first.
- Skills should only be technical or specialized to the job, and must to be relevant to the desired role.
- Conveys level of expertise for the skills listed. This can be done in a few ways, such as:
    - For candidates with a wide range of skills, an experience scale can show that they are well-rounded and have expertise in certain areas.
    - Skills can also be segmented under categories such as "proficient" and "moderate" for better readability.
- Microsoft Office, Google Drive, Mac & PC are not listed (unless the job description specifies that they are needed), because it is assumed someone knows or can quickly learn these skills.

✅ [*Adequate*]: Relevant skills have been listed correctly

Good job listing your skills. It's always important to limit the listed skills to those that are actually relevant to the job you are pursuing.

It's very common for job applicants to oversaturate this section with plenty of irrelevant skills. It's good to see that this is not the case with you.

✅ [*Adequate*]: The level of expertise for the skills has been conveyed correctly

Listing the skills is not enough, it's also necessary to mention the level of expertise for each one of them, something you've done correctly.

Well done!

Key Skills

Proficient: SQL Server, Strong Analytical skills
Intermediate: Power BI, Tableau
Basic: Linux, Active Directory, PowerShell, Python
Developing: Python (Udacity -2021), SQL Data Cleaning

✅ [*Adequate*]: Irrelevant skills have not been listed

It's good to see that you haven't listed skills such as Microsoft Office, Google Drive, Mac & PC.

Some job applicants include these skills trying to fill their resume as much as possible, but this can actually work against them. These skills are assumed to be easy and quick to learn and should not be included unless the job description specifically mentions that they are needed in some capacity.

- 10 Best Skills To Include on a Resume (With Examples): The skills section of your resume shows employers you have the abilities required to succeed in the role. Often, employers pay special attention to this section to determine if you should move on to the next step of the hiring process. In this article, we examine 10 important skills to include on a resume, as well as tips on how to best craft the skills section of your resume.

- Resume Skills Employers Will Actually Read: If you want your resume to show you have what it takes to justify an interview, you need to show off your job skills.

Projects

- Only most relevant projects are listed starting with most recent. This can include personal, academic or work projects.
- Only includes about 2-3 projects.

- Each project includes the information:
  - Title of project
  - Start and end date
  - Any other key information, such as if it were a competition

- Maximum 2-3 bullet points per project.
- Within each project:
  - At least 1 bullet point demonstrates individual contribution.
  - At least 1 bullet point communicates project result (success metrics, findings).

Experience

- Each experience includes the following:
  - Company/organization
  - Title of role
  - Start and end date (month & year)
  - Location

✅ [*Adequate*]: Each experience item includes the necessary information

Each of the experience items you have included in your resume include the necessary details of your company, title, start/end dates, and location.

Great job here! This is easy to read and hiring managers will definitely appreciate this.

Your answer

PROFESSIONAL EXPERIENCE

Data Analyst
ZENITH BANK PLC
2017 till Present

- **Provided** Weekly reports of instant cards printed by branches nationwide to Infotech Engineering management thereby giving us a good basis for decision making concerning printer deployment to branches and helping us maintain a proactive approach to issues using **Microsoft Excel.**

- **Developed** KPI measures and tracked sales performance of an Internet Services Company using **PowerBI.**

- **Wrote Complex Queries** using **PostgreSQL, MYSQL and Microsoft SQL Server** to extract data from various databases for the purpose of analysis and visualization.

- **Applied** the knowledge of statistics and predictive modelling to interpret trends in data sets and used it as a basis to provide future projections.

- **Presented** key findings derived from the year-on-year reports in a concise and structured manner thereby providing insights and actionable strategies using **Microsoft Power Point.**

KEY ACHIEVEMENTS AND PERSONAL PROJECTS

- **Complimented** by the Infotech management for exceptional Data reporting skills and its consistency in delivering value across board thereby improving decision making and growth by 80%.

- **Leveraged** the power of data literacy skills to build automated interactive dashboards and visual presentations on **Microsoft Excel and PowerBI** to measure key metrics for the cards printed over the period of 3 years thereby providing a clear path for future projections.

- **Commended by** Infotech management team for outstanding results in the Instant Card Issuance team through proactive resolution of card printer issues thereby reducing the overall failure rate of printers from 9.75 to 2.4 printers per month which contributed to the yearly increase in cards printed by 26.4% thereby increasing the bank's revenue in the process.

- Wrote over 1000 lines of SQL queries using **Microsoft SQL Server** to mine data for the purpose of visualization and engaged in performance tuning in the process. (Personal Project)

- Created an Interactive Dashboard using Tableau to monitor sales performance of a store in different states using a sample data.

✅

- What Dates to Include on a Resume: Template, Examples and Tips: When building your resume, dates can be an essential element that shows hiring managers how many years of experience you have.

- How To Write Your Resume Employment History: This section details your previous work experience and accomplishments. Understanding how to list your employment history on your resume can help you stand out to hiring managers.

- Determine the appropriate number of work experiences, depending on the user's individual background:
    - Entry-level resumes should include all previous roles to demonstrate work history, including internships and volunteer roles. If the user has no experiences, consider if it would be

      appropriate to market themselves as an independent or freelance worker.
    - People with resumes with less than 2 work experiences should consider adding another project in the Project section.
    - People with more than 4 work experiences should decrease the number of bullet points for older roles. Any roles from 10+ years ago (unless highly relevant to the desired role) or short/redundant roles that don't create a large gap in work history do not need to be included.

✅ [*Adequate*]: The correct number of work experiences have been including according to your background

Not all resumes should have the same amount of work experiences. For example, entry-level resumes should include details about internships and volunteer roles but people with plenty of previous jobs should adjust this section to show only the most relevant ones and disregard short or redundant roles that don't create a large gap in the work history.

As you can see, there's no one-size-fits-all solution here and it all depends on your specific profile, but in my opinion, you've nailed this section. Well done!

- How to Determine How Many Jobs to List on a Resume: One of the most impactful elements of your resume is your work history. A memorable and concise overview of your relevant experience will help convince hiring managers of your professional capabilities and potential.

- Q&A: How Many Jobs Should I Put On My Resume?: Searching for a new position involves making many choices, including which work experience to include on your resume. Including experience relevant to the positions you apply for can help employers understand the skills you offer and why you would be a good fit for the job.

- Maximum 4 bullet points; there should be no sub-bullet points.
- Bullet points start with action verbs.
- Within each job listing:
    - At least 1 bullet point communicates how candidate benefited company or cause.
    - At least 1 bullet point provides concrete, numerical evidence such as projects completed, money made, people managed, accomplishments (eg. % increase).
- Bullet points are one sentence maximum, not longer than one-and-a-half lines.

🔍 [*To be improved*]: There must be no more than 4 bullet points in your previous experiences

I've seen more than 4 bullet points in your previous experiences details. This is something that should be avoided in order to keep things brief and easy to read (or scan) for the hiring managers and recruiters.

💡HOW TO FIX THIS ISSUE:

Simply reduce the number of bullet points in the experience section of your resume and make sure that none of them has more than 4.

If you have troubles deciding, please just try to choose the ones that you think would be most relevant for the position. The ones that the recruiter could benefit the most from knowing considering what your responsibilities would be a this new potential position.

✅ [*Adequate*]: Bullet points start with action verbs

It's good to see that the bullet points start with action verbs. This is expected by hiring managers and creates a strong indication of the skills you've used in previous jobs.

✅ [*Adequate*]: At least 1 bullet point communicates how the company benefited and evidence is also provided

You got the idea! It's important to not only list your accomplishments. It's also important to mention how your actions benefited your previous employers or clients.

The key here is to provide quantifiable data such as money made, percentage increases, number of people managed, etc.

🔍 [*To be improved*]: The experience bullet points shouldn't be longer than a sentence and 1½ lines

As mentioned before, recruiters often look at job applications for only about 6 seconds. That's all the time you have to convery your message, showcase your experience, skills, and education.

The more brief and to-the-point you keep things, the better your chances are to pass the early filters in the hiring process.

However, in this case, it seems like bullet points in your experience section do not meet this requirements.

💡HOW TO FIX THIS ISSUE:

Make sure that every single bullet point in this section is no longer than one sentence and that said sentence is no longer than 1½ lines.

- How to Write a Concise Resume: When it comes to writing a resume, job seekers feel pressured to "sound good." This means they want to use "big" or "fancy" words that will make their resume sound professional and well-written. However, this approach can sometimes have the opposite effect when it comes to writing a resume.

- How to Write a One-Page Resume: Should your resume be longer than one page or should you try to condense it to keep it on a page? There isn't really a yes or no answer. The length of your resume depends on the type of candidate you are and your level of experience.

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