**First Name Last Name**

City, State | 555-555-1234 | jane.doe@gmail.com | LinkedIn | Data Analytics Portfolio

[insert job title on application] with X+ years experience in [insert your industry(ies)] and currently completing Google Data Analytics certificate. Experienced in [list transferable skills - e.g. data analytics, data visualization, report generation, project management] with expertise in [insert platform name(s) - e.g. Salesforce, Excel, SPSS, Tableau - if relevant]. Seeking a data analytics role with opportunities for [insert desired job/company characteristics - e.g. for growth, management, and collaboration within a dynamic team]. **[tailor to job description - KEEP SUMMARY TO 4 LINES OF TEXT MAX]**

**RELEVANT SKILLS & EXPERTISE**

**Tools/Languages:** Spreadsheets, SQL (BigQuery & add addt’l SQL servers, if relevant (MySQL, MSSQL, etc.)), Tableau, R (RStudio) **[Insert Hard Skill(s) - tools/languages]**

**Data Management:** Data Collection, Data Cleaning, Data Structures, Data Analysis, Data Visualization, Data Ethics

**Software Platforms:** Microsoft 365 Suite, Google Workspace, Slack, Zoom, Kaggle, Loom **[Insert Hard Skill(s) - platforms]**

**Strengths:** Problem-Solving, Collaboration, Attention to Detail, Project Management **[Insert Soft Skill(s)]**

**DATA ANALYSIS PROJECTS**

**(Optional) Project of Your Choosing [LINK] [DEMO]** **MM/YYYY**

* Cleaned and analyzed a dataset on [subject of your choice - e.g. COVID statistics] in [tool of your choice - e.g. BigQuery, MySQL, MSSQL], creating views with data subsets to analyze [specific variables - e.g. growth/change over time, differences across regions/countries, etc.]
* Imported views to [Microsoft Excel/Google Sheets] to clean and format data for use in visualizations
* Created various visuals in [tool of your choice - e.g. Tableau, Power BI, Excel], including [bar charts, line graphs, and a map chart/other visuals], to display data conclusions, then compiled them into an interactive dashboard

**Data Analytics Capstone Project [LINK] [DEMO]** • *Google Data Analytics Professional Certificate* **MM/YYYY**

* Imported 12 Excel datasheets with millions of entries into R, then used tidyr package to clean the datasets and prepare them for analysis
* Joined all of the datasets together, created subsets of the data, and converted each attribute to the proper data type before performing analysis to find differences between members and casual customers
* Developed visuals using the ggplot2 package to display the analysis results and provide meaningful conclusions for stakeholders to implement

**PROFESSIONAL EXPERIENCE**

**Job Title •** *Company, City, State* **MM/YYYY - MM/YYYY**

* FORMULA: **[**Enter **strong** ACTION verb**]** **[**explain the TASK you completed and further describe the ACTIONS you took, including metrics/numbers, adverbs, and descriptive phrases to describe how you did that task**] [**highlight the RESULT of your efforts – how did your work bring measurable value to the company and/or customer?**]**
* EXAMPLE: Managed 10 employees by supervising daily operations, scheduling shifts, and holding weekly staff meetings with strong leadership skills and empathy, resulting in a productive team that collectively won the company’s “Most Efficient Department Award” two years in a row

**Job Title •** *Company, City, State* **MM/YYYY - MM/YYYY**

* FORMULA: **[**Enter **strong** ACTION verb**]** **[**explain the TASK you completed and further describe the ACTIONS you took, including metrics/numbers, adverbs, and descriptive phrases to describe how you did that task**] [**highlight the RESULT of your efforts – how did your work bring measurable value to the company and/or customer?**]**

**EDUCATION, CERTIFICATES, & CERTIFICATIONS**

**Google Data Analytics Certificate** • *Merit America, Virtual*  **MM/YYYY**

* Cultivated skills in the **collection**, **transformation**, **organization,** and **visualization** of data in order to draw conclusions, make predictions, and drive informed decision-making
* Completed **hands-on** **labs** and a **capstone project** (case study) to master the art and science of asking questions, preparing, processing, analyzing, visualizing, and acting on data as encountered in real-world scenarios
* Collaborated with training cohort to gain proficiency in team-based **project management**, **task prioritization**, **problem-solving**, and frequent use of **Google Workspace** tools

**Certificate or Certification Name (if applicable) •** *Name of Certifier, City, State* **MM/YYYY**

**Name of Degree (if applicable) •** *School Name*,*City, State* **MM/YYYY**

* [#] credits completed; Relevant coursework includes: [course titles]