**Data**

**Directions:** Please find the resume template that matches your work experience. Use that template to develop your technical resume.

\*PLEASE NOTE\* Do NOT use the blue font- blue font is only used here for directive purposes. Your resume should be in BLACK FONT ONLY for ATS purposes.

**Regarding Resume Length:** It is fine to go over one page in order to include critical information that is relevant to the role you are applying to. Please do not leave out information included on the template for fear of going past one page.

**PROFESSIONAL INTEGRITY**

All boot camp participants are expected to exhibit the highest level of personal and professional honesty as they engage in our programs and with our shared resources. You must always submit your own work rather than that of another participant or internet source. The following templates are meant to provide practical examples. **Do not include phrases or sentences directly from these samples in your resume.** When in doubt, consult your career material advisor.

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Experience

**Template One**

* **Entry Level Experience** (0-4 years work experience)
* **Mid Level with No Relevant Work Experience** (4-10 years work experience BUT experience is not in related field to what you are now pursuing)

**Jordan Price**

City, ST ZIP

Phone: Add Phone | Email: Add Email

LinkedIn: Write out Link | GitHub: Write out Link

**Summary**

[Summary section can use either bullet point format or paragraph format to sum up your current title, accomplishments, relevant past experience, recognitions, and/or roles in projects built]

* **DO NOT** include entire phrases or sentences of this sample in your resume statement. When in doubt, consult your Career Services Team.

Example: Multidisciplinary, driven Data Analyst with a passion for condensing large data into a simple to understand story. Adept at working independently and collaborating with teams across multiple functions to take information from a wide variety of sources and effectively break down concepts in layman terms to diverse audiences. Excels at solving complex problems.

**Technical Skills**

Group Technical Skills into categories without bullet points or tables. See sample categories.

**Tools:**

**Databases:**

**Projects**

[Repeat this format for 3-4 projects that are ready to be employer-facing]

**Project Name** | **Link to GitHub** [always write out link address]

* Short summary of project (1-2 lines)
* Your core responsibilities in project (1-2 lines)
* Tools / languages used

**Experience**

**Title of your role as an Intern/Volunteer/Assistant/Employee** Year – Year

**Company Name** City, ST

Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with the role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)

*Key Accomplishments:*

* If applicable, bullet-point 2-4 key value-adds or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc.

**Education**

**Boot Camp Certificate: University**, City, ST[Boot Camp should be listed first]

A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning. Program Summary optional

**Degree or Certification: School**, City, ST

**Template Two**

**Mid Level with Relevant Experience** (2-4 years relevant work experience plus additional unrelated work experience. Experience should not go beyond 10 years into the past)

**Jordan Price**

City, ST ZIP

Phone: Add Phone | Email: Add Email

LinkedIn: Write out Link | GitHub: Write out Link

**Summary**

[Summary section can use either bullet point format or paragraph format to sum up your current title, accomplishments, relevant past experience, recognitions, and/or roles in projects built]

* **DO NOT** include entire phrases or sentences of this sample in your resume statement. When in doubt, consult your Career Services Team.

Example: Multidisciplinary, driven Data Analyst with a passion for condensing large data into a simple to understand story. Adept at working independently and collaborating with teams across multiple functions to take information from a wide variety of sources and effectively break down concepts in layman terms to diverse audiences. Excelsl at solving complex problems.

**Technical Skills**

Group Technical Skills into categories without bullet points or tables. See sample categories.

**Tools:**

**Databases:**

**Relevant Experience**

**Title of your role** Year – Year

**Company Name** City, ST

Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with the role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)

*Key Accomplishments:*

* If applicable, bullet-point 2-4 key value-adds or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc.

**Additional Experience**

**Title of your role** Year – Year

**Company Name** City, ST

**Projects**

[Repeat this format for 3-4 projects that are ready to be employer-facing]

**Project Name** | **Link to GitHub** [always write out link address]

* Short summary of project (1-2 lines)
* Your core responsibilities in project (1-2 lines)
* Tools / languages used

**Education**

**Boot Camp Certificate: University**, City, ST[Boot Camp should be listed first]

A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning. Program Summary optional

**Degree or Certification: School**, City, ST

**Template Three**

**Senior Level with No Relevant Experience** (15+ years work experience that does not relate to the role you are pursuing)

**Jordan Price**

City, ST ZIP

Phone: Add Phone | Email: Add Email

LinkedIn: Write out Link | Github: Write out Link

**Summary**

[Summary section can use either bullet point format or paragraph format to sum up your current title, accomplishments, relevant past experience, recognitions, and/or roles in projects built]

* **DO NOT** include entire phrases or sentences of this sample in your resume statement. When in doubt, consult your Career Services Team.

Example: Multidisciplinary, driven Data Analyst with a passion for condensing large data into a simple to understand story. Adept at working independently and collaborating with teams across multiple functions to take information from a wide variety of sources and effectively break down concepts in layman terms to diverse audiences. Excelsl at solving complex problems.

**Technical Skills**

Group Technical Skills into categories without bullet points or tables. See sample categories.

**Tools:**

**Databases:**

**Projects**

[Repeat this format for 3-4 projects that are ready to be employer-facing]

**Project Name** | **Link to GitHub** [always write out link address]

* Short summary of project (1-2 lines)
* Your core responsibilities in project (1-2 lines)
* Tools / languages used

**Experience (include only the last 10 years here)**

**Title of your role** Year – Year

**Company Name** City, ST

Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)

*Key Accomplishments:*

* If applicable, bullet-point 2-4 key value-adds or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc.

**Education**

**Bootcamp Certificate:University**, City, ST[Bootcamp should be listed first]

A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning. Program Summary optional

**Degree or Certification: School**, City, ST

**Template Four**

**Senior Level with Relevant Experience** (over 4 years relevant work experience plus additional unrelated work experience. Experience should not go beyond 10 years into the past)

**Jordan Price**

City, ST ZIP

Phone: Add Phone | Email: Add Email

LinkedIn: Write out Link | GitHub: Write out Link

**Summary**

[Summary section can use either bullet point format or paragraph format to sum up your current title, accomplishments, relevant past experience, recognitions, and/or roles in projects built]

* **DO NOT** include entire phrases or sentences of this sample in your resume statement. When in doubt, consult your Career Services Team.

Example: Multidisciplinary, driven Data Analyst with a passion for condensing large data into a simple to understand story. Adept at working independently and collaborating with teams across multiple functions to take information from a wide variety of sources and effectively break down concepts in layman terms to diverse audiences. Excelsl at solving complex problems.

**Technical Skills**

Group Technical Skills into categories without bullet points or tables. See sample categories.

**Tools:**

**Databases:**

**Relevant Experience**

**Title of your role** Year – Year

**Company Name** City, ST

Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)

*Key Accomplishments:*

* If applicable, bullet-point 2-4 key value-adds or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc.

**Additional Experience**

**Title of your role** Year – Year

**Company Name** City, ST

**Education**

**Bootcamp Certificate:University**, City, ST[Bootcamp should be listed first]

A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning. Program Summary optional

**Degree or Certification: School**, City, ST

**Miscellaneous Templates**

Your resume’s **Summary** section can also use bullets instead of a paragraph. Bullets are a great way to showcase accomplishments,recognitions, and relevant strengths to viewers.

**Summary of Qualifications**

* Ambitious **Data Analyst** with a passion for condensing large data into a simple to understand story
* Versatile **team player** with proven success in customer service and cross-team collaboration.
* Nominated multiple years in a row for **Best in Industry Award**.
* Proficient in the **MERN Stack**; flexible, fast learner bringing curiosity and passion to every project.

**How can I prioritize relevant experience that precedes my most recent roles?**

Try creating two sections - **Relevant Experience** and **Additional Experience**! This will allow you to bring your most relevant experience to the top and emphasize that to viewers. Your other work experience (going back to 10 years altogether) can also be listed below as Additional Experience, but doesn’t require the additional description and bullets.

**Relevant Experience**

**Title of your role** Year – Year

**Company Name** City, ST

Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with the role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)

*Key Accomplishments:*

* If applicable, bullet-point 2-4 key value-adds or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc.

**Additional Experience**

**Title of your role** Year – Year

**Company Name** City, ST