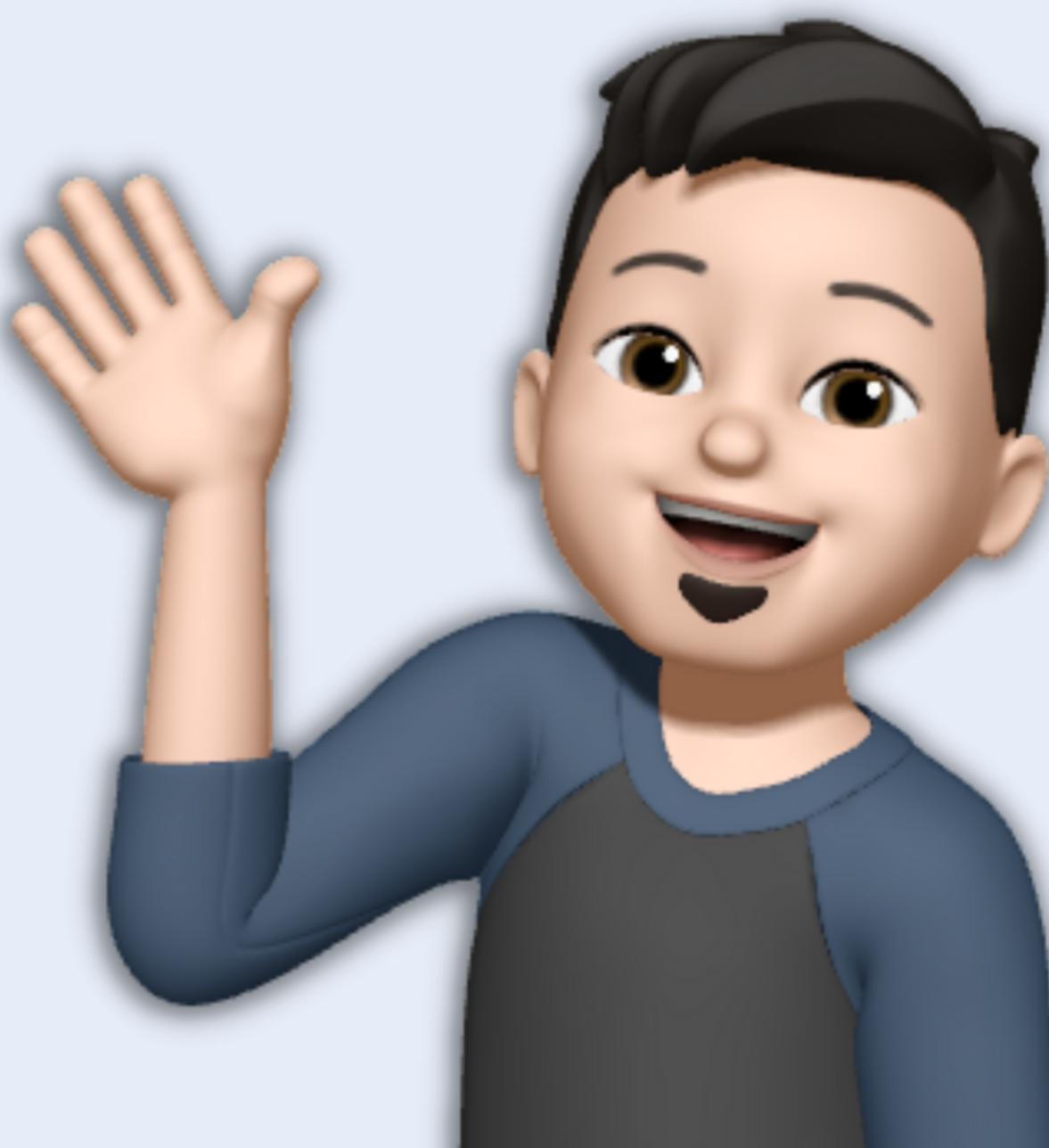


# Here's How to Create a Data Science Resume



# **Step 1: Always Start with Your Contact Information**

**After writing your name as the header of your resume, the first information the recruiter should see about you is your contact information.**

**Your contact information should include:**

- 1.Your email id**
- 2.Your Contact Number (It's a personal choice)**
- 3.A link to your LinkedIn profile**
- 4.A link to your Github profile**
- 5.A link to your portfolio (if any)**



# **Step 2: Write a Summary to Summarize Yourself**

If you are a fresher, you need to write something that describes an answer to the question: "**Why Should We Hire You?**". So as a fresher, write 2-3 sentences to summarize your skills, career goals, mindset, and potential.

As an experienced professional, your summary should highlight your career achievements, skills, and expertise.



# **Step 3: Write about your Work Experience/Projects**

**If you are an experienced professional, write about your work experience in this section.**

**And if you are a fresher, write about your projects.**



**As an experienced professional, your work experience section should show all your working experience over the years in a format as shown below:**

## **Data Scientist**

**Name of the Company, Location,  
(Time Period)**

- what was your role in the company**
- what problems and projects have you solved in the company**
- how your solutions helped the company in saving time, reducing costs, or maximizing profits**



**And as a fresher, your projects section should show all the projects you did in a format as shown below:**

## **Title of the Project**

**Write an overview of the project**

- skills and tools used in the project**
- approach, algorithm, or concepts used in the project**
- achievements, if any (like the highest accuracy achieved if it was solved in a competition or Kaggle)**
- your findings and learnings from the project**



# **Step 4: Write About Your Skills**

**Now in this section, write about all the relevant skills you have for the Data Science job you are applying for.**

**Always edit this section of your resume before applying for the job. Whenever you are applying for a job, make sure most of the skills mentioned in the job description are mentioned in your resume too. This will help your resume in getting shortlisted for the interview call.**

# **Step 5: Write About Your Educational Qualifications**

**Write your educational qualifications that you got from a university. Don't write about your certifications in this section. Below is a format that you can follow to write about your educational qualifications:**

## **Bachelor of Science in Computer Science**

- The University of XYZ, Location
- Time Period
- Relevant Coursework - Data Structures and Algorithms, Machine Learning, Database Systems, Software Engineering



# Step 6: Write About Your Certifications

In the end, you can mention your certifications if you have any. Having a certification isn't necessary, but if you have one, mention it in the format shown below:

## IBM Data Science Professional Certificate

- Name of the Organization that issued the certificate
- The date on which the certificate was issued

