

Data Analyst

R E S U M E G U I D E



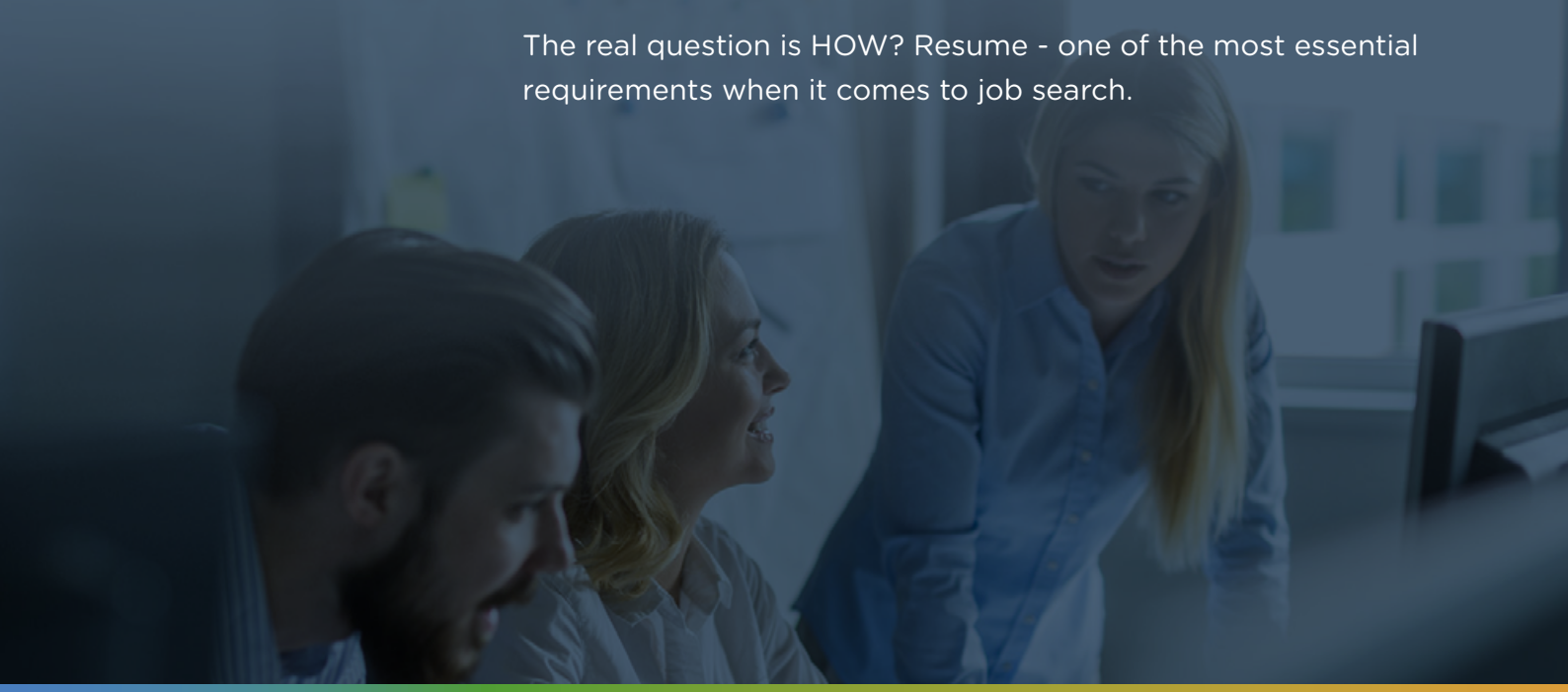
DEMAND FOR DATA ANALYSTS

IDC predicted that there will be **44 zettabytes** of structured and unstructured data stored electronically in 2020, which is why the demand for skilled data analysts will be at the highest and IBM estimated that there will **700,000 new data jobs** by 2020 across nearly all industries. And the time to confirm whether it was just another figurative prediction, or 'soon to be a reality' number is here. Well, it's safe to say that with the quintillion bytes of data generated every day, the need for data analysts has definitely increased like never before.

From a bird-eye view, data analytics is the process of gathering large amounts of data from various sources and manipulating it to extract valuable insights and make more informed decisions, that is done by scrubbing the data and applying algorithmic processes to find patterns, trends, correlations, and aberrations. The goal is to come up with actionable conclusions to improve business and organizational outcomes.

However, with better technology comes the need for specialized data professionals who can utilize this wealth of data to carve out productive insights. Landing a data analyst job is definitely a plus point to grab opportunities for the future and beyond.

The real question is HOW? Resume - one of the most essential requirements when it comes to job search.





BUILDING YOUR RESUME: AN IMPRESSION THAT WILL LAST

A resume is often referred to as one of the most crucial steps taken during a job search, one that is used to make a favorable impression on a prospective employer, irrespective of the field you're in. Think of a resume as a tool for marketing yourself. It's more than just a document: it outlines your unique skills or proficiency, your past wins, and your education too. A potential employer uses this to evaluate how your individual experiences can contribute to their organization's success.



According to a study by TheLadders, recruiters spend an average of **7.4 seconds** reviewing an individual resume.



Make your Data Scientist resume stand out. Make those 7.4 Seconds count.

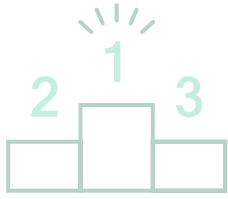
There are some basics you need to follow while designing your resume: **simple layout, clear fonts, prioritize your most recent work experience, short declarative sentences, and keyword relevancy.** Some of the key technical skills and tools a data scientist resume should ideally have:

Data Analysis Skills

- ✓ Programming
- ✓ Data Mining and Visualization
- ✓ Probability and Statistics
- ✓ Machine Learning
- ✓ Risk Management

Data Analysis Tools

- ✓ Python and R
- ✓ Microsoft Excel
- ✓ Tableau and Qlik
- ✓ Hadoop
- ✓ Apache Spark



MAKE A WINNING DATA SCIENTIST RESUME



Career Objective

This single statement often decides the first impression of the recruiter. Make an impact by clearly articulating your career vision here. Giving the recruiter a clear indication of your intended career trajectory ensures that you put your best foot forward and let them know that you mean business. For instance:

- › **Result-oriented data science professional seeking the position of Data Analyst at Company Name Analytics Inc. Adept at collecting, authenticating, and modeling data sets to improve business operational productivity. Highly competent in using statistical analysis to conduct market research and pinpoint patterns and trends.**

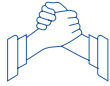


Experience and Major Wins

When creating a resume, it is important to tell the recruiter what exactly you do or have done as a Data analyst. In today's competitive job market it is crucial that they realize your potential and how will you help the company grow. Give a brief personal introduction followed by cause-effect points. You must be able to explain the impact your work had in your previous experience, and also mention your key wins.

For instance:

- › **Conducted research using focus groups on 4 different products and increased sales by 24% using the findings**
- › **Used Power BI and Minitab to track and analyze data basis which developed KPIs to monitor sales and decreased costs by 11%**



Proficiency or Unique Skills

If you have mastered all the technical skills mentioned before, you're almost one step closer to your dream job. However, it is imperative to show the employer how you have used those skills. If you can provide some way of adding the level of aptitude for the given tool, definitely do that as well.



Certifications, Conferences or Publications

In this section, you must include everything that can add value to your data scientist's resume. All the certifications you have gained, key conferences you have attended, or any research paper that got published under your name. For instance:

- › **SQL Certification, vendor name, validity (if any)**
- › **Certified Tableau Desktop 10 Associate (certification ID)**

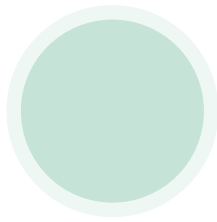


Data Analyst Additional Information Section

Lastly, any additional language proficiency or technical skill can also help make a good impression on the recruiter.

- › **Technical Proficiency: SQL, SQL Server, and Microsoft Excel**
- › **Languages Known: English and German**

To get a better picture and a clearer vision on how to write a data analyst resume, scroll down



JOHN DOE

DATA ANALYST

Contact Info

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Skills

- ★ Programming
- ★ Data Mining and Visualization
- ★ Probability and Statistics
- ★ Machine Learning
- ★ Risk Management

Tools

- ★ Python and R
- ★ Microsoft Excel
- ★ Tableau and Qlik
- ★ Hadoop
- ★ Apache Spark

Career Objective

Result-oriented data science professional seeking the position of Data Analyst at Company Name Analytics Inc. Adept at collecting, authenticating, and modeling data sets to improve business operational productivity. Highly competent in using statistical analysis to conduct market research and pinpoint patterns and trends.

Work Experience

Assistant Data Analyst

Company name | July 20XX to present

- ✓ Conducted research using focus groups on 4 different products and increased sales by 24% using the findings
- ✓ Used Power BI and Minitab to track and analyze data basis which developed KPIs to monitor sales and decreased costs by 11%

Certifications and Other Achievements

- ✓ SQL Certification, vendor name, validity (if any)
- ✓ Certified Tableau Desktop 10 Associate (certification ID)

Education

- ✓ ABCD University
B.Tech Data Science | Jan 20XX - Dec 20XX

Awards & Recognition

- ✓ Best Employee of the year - 20XX
- ✓ DMA Analytics Challenge 20XX

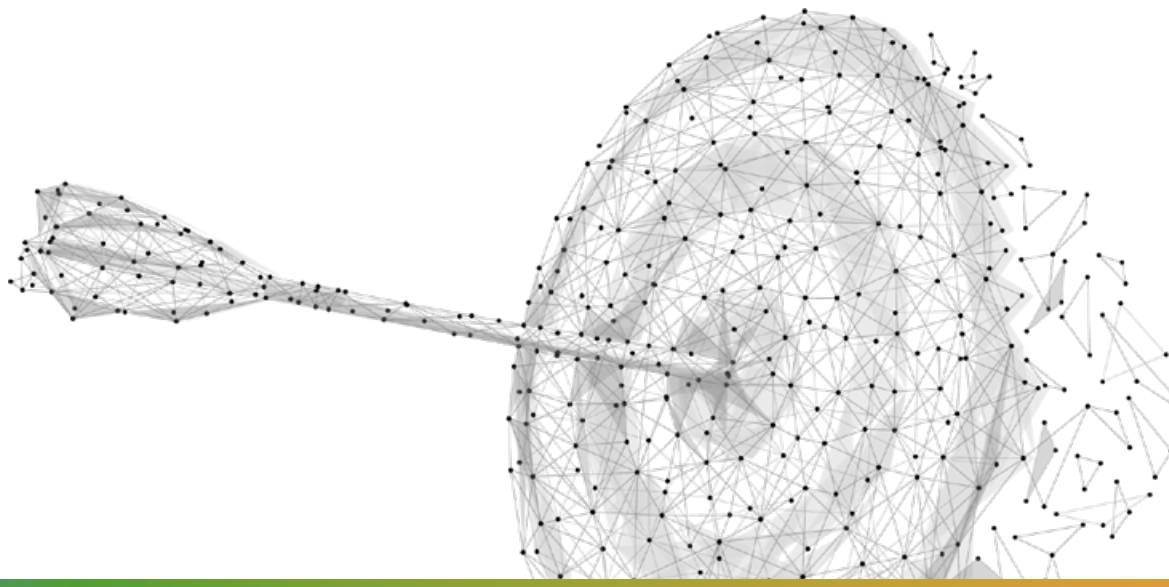




MAKE SURE YOUR RESUME PACKS A PUNCH, WITH SIMPLILEARN

In a competitive market like this, you must ensure you have left no stone unturned. And in case you lag any of the key technical skills, now is the time to hone it. However, quitting a full-time job to go back to school isn't realistic for most people, and this is where Simplilearn comes into play. We're an online learning platform offering excellent courses with self-paced learning and live virtual classroom options available. With our highly-detailed course of study, you'll master everything you need to know to make a splash in your new job role. At Simplilearn, our industry experts deliver course content through a format that adapts to your pace of learning. Start the course, you think you need to build on and kickstart your career in the lucrative field of Data Science.

You will go through dedicated mentor classes in order to create a high-quality industry project, solving a real-world problem leveraging the skills and technologies learned throughout the program. We also award learners with a capstone certificate that can be showcased to potential employers as a testament to your learning. What are you waiting for? Get a step closer to your dream job role - explore our courses now.





Post Graduate Program

- ✓ Post Graduate Program in Data Analytics, in collaboration with IBM
- ✓ Post Graduate Program in Business Analysis, in partnership with Purdue University



Master's Program

- ✓ Data Analyst Master's Program
- ✓ Data Scientist Master's Program
- ✓ Business Analyst Master's Program



Certification Training Program

- ✓ Data Analytics Course for Beginners
- ✓ Python Training Course
- ✓ Tableau Certification Training Course
- ✓ Power BI Certification Training Course
- ✓ Data Science with Python Course
- ✓ Data Science with R Certification Course



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Simplilearn's 400+ training courses are designed and updated by world-class industry experts. Their blended learning approach combines e-learning classes, instructor-led live virtual classrooms, applied learning projects, and 24/7 teaching assistance. More than 40 global training organizations have recognized Simplilearn as an official provider of certification training. The company has been named the 8th most influential education brand in the world by LinkedIn.

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