

[Sathappan Muthiah]: Your LinkedIn Resume Review

Your resume was reviewed on [06/08/20] by a LinkedIn Career Expert.

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|  | **Overall comments** |

Strengths:

You have extensive experience and it’s well-written. Your format is generally comprehensive, but consider including a Key Skills section. Key Skills go beyond software and technical proficiencies and they list your hard skills and soft skills as they relate to the job for which you are applying. Keywords within the job description are also important because they indicate your fitness as a candidate in applicant tracking software. In order to compete with algorithms and get your resume in front of hiring managers, keywords for the role and your industry will broaden your appeal and help you target the roles you want.

Times New Roman is a good font because it helps your resume meet the scanning requirements. You have a nice clear layout but you use a lot of words when you describe your role as a GRA. It sounds more like you are speaking rather than writing to someone about your accomplishments and tasks. The thing to remember, is that a resume is not a job interview. It is a request to hopefully be considered for a job interview. The proper resume speech is important because it will determine your viability as a candidate.

For example, when you write: “The major goal of the system is to create a system with better understanding of uncertainty i.e., it knows when it doesn’t know. Characterizing uncertainty helps determine which sections/documents need human supervision.” When I read this aloud, it sounds like you are speaking to me at a table beside you. The proper way to relay this is to write: “Help to characterize uncertainty by deciding which sections and documents require human supervision.”

To use “resume speak” you can eliminate most uses of “our” “a” “an” and “the” unless critical to comprehension. Although it’s not typical professional writing, it is common/expected with resumes. An example would be, “Worked cohesively with the team to achieve and exceed our monthly as well as personal objectives.” It would be beneficial to remove the words in red from this and any other sentences where they are currently found.

Opportunities:

Your choice to include your physical address at the top of the page, instead of only including your city or metropolitan area, is not recommended. Hiring Managers and recruiters could actually use information about your address to create assumptions about you, so it’s better left off the page. Unconsciously or consciously, it’s best to avoid any opportunity for the reader to assume anything about you, other than whether you are qualified for the role of interest based on your experience and skills.

Your resume uses first person speech, which is not standard for resumes. Your speech should be third person, so consider removing the use of “I” and replace with, for example: Remove the I, and just write: Ph.D student specializing in….

Your length is a bit too long. Resumes should be one to two pages long and should follow a standard format. The resume format for modern resumes consists of 4 to 5 sections: Summary, Key Skills (or Areas of Expertise), Professional Experience, Education/Certifications, and, if applicable, Software Proficiencies.  They should appear in that order within the document. The only time Education should be listed at the top of a resume is when you are so new to the job market, that your education is your biggest selling feature. You may leave your Education section at the top of the resume where it currently is.

Consider absorbing the Conference Participation section into your roles under the “Professional Experience” section, to save space and create a captivating bullet describing your exposure to industry events. That is a selling point and a good place to showcase that point, is in your work experience.

Considering saving space by cutting down on the amount of publications you list. Perhaps you focus on the topics that are most relevant: ML, NLP, and AI. Then you can section the Publication section with “Relevant Publications” and you could even consider modifying the content depending on the type of role for which you are applying. For example, if a role requires a certain skill, and you have a publication on that topic, you could list the information and provide a section header that reads “Publications Related to Deep Learning.”

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|  | **Format** |

Visual Consistency:

Bullet points will help to create a visual flow necessary for giving the reader’s eyes a chance to break and focus on meaningful content. The paragraph style format you have chosen will actually make it harder to read the content, so insert bullet points and list 3 to 5 bullets for each role, listing your accomplishments and using action verbs to describe your achievements.

Your top section, titled your “Summary” repeats the words twice. Look for minor edits like that before sending your resume in. Make sure you remove the numbered list from your Summary. This section should follow a paragraph format consisting of several sentences.

Overall Professionalism and Readability:

As mentioned, you use a lot words to get your points across, when you could be cutting down on filler words and only including the key aspects from the roles you’ve had.

It should read like this:

* Contributed to contract assignment studying spatio-temporal events to model a real-time forecasting system.
* Used planned events tracked via social media to create automated narrative from news events, contributing to system architecture and ingestion.

Though short and direct, these bullet points do a better job of describing your work than the paragraph format you have chosen.

Section Structure:

As mentioned earlier, standard resumes today have 4 or 5 sections: Summary, Key Skills (or Areas of Expertise), Professional Experience, Education/Certifications, and, if applicable, Software Proficiencies. Volunteer Experience can go under Education or Software Proficiencies, depending on your particular skills.

Grammar:

You use well-spoken grammar, but look at some areas where you have missed a preposition or included when in instances where it is not needed. For example, “Researched on approaches to perform automated geo-coding.” This sentence has a word that needs to be removed. Researched on, is actually improper. The correct phrasing would just be “Researched approaches to perform automated geo-coding.”

Length:

One to two pages is standard resume length. To save some space, edit your Publications and Conferences sections. Consider including these bullets in other areas, whether under your Professional Experience section, or editing down the list to only include what is relevant for a specific job to which you are applying.

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|  | **Key skills** |

Key Skills should be thought of as the words woven in to the resume in multiple areas. They are initially referenced in the Key Skills bulleted list at the top of the resume (which you will want to add,) and they are again mentioned in the description bullets under each job. Multiple mentions of these important keywords are important because they should reflect the job description for the role in interest whenever possible, and they should pop off the page for the reader to clearly see that you meet the criteria for the job and that you understand the requirements.

Think of Key Skills as both hard skills and soft skills. Hard skills are the more technical skills often taught and learned as part of a job requirement. A software program used to code would be considered a hard skill. You would list your proficiency level or familiarity with the software as your skill. Soft skills are not necessarily taught, but learned and acquired through the jobs we’ve had. Examples of these skills are relationship building, calendar management and training implementation. A good mix of both types of skills is vitally important to getting your resume noticed.

Industry-specific keywords are also something to consider. Think about both the industry and the role when you brainstorm keywords. The role of a software engineer or machine learning scientist will place an emphasis on project collaboration, cross-functional project planning, time management, requirements analysis, stakeholder communication, and verifying deliverables.

If your experience ends at researching and building, that is ok. But still try to incorporate points about collaboration, business need, and requirements. Talking in terms of a product management approach, will show the reader that you can work with different groups.

Thinking about how the role is enhanced by cross functional partnerships will help you decide how to structure your resume around these keywords and key points. Providing examples in your current resume of ways in which you partnered with departments to accomplish a sprint or a project will be important to emphasize, since software coding will require inter-departmental collaboration on most projects. Showing the reader you know this and mentioning examples in your work speaking to this, will increase your chance of being noticed.

For example: You are someone who executes a lot of project work in real-time analysis. Your professional brand message is lacking a clear detail about this type of work where you thrive. Consider the skill that goes in to real time analysis. Adaptability, time management, timeline planning, ability to interpret findings and improve processes, and flexible working environments, are all tasks engage with in your daily work routine.

These are also keywords for the roles to which you are applying. Hiring managers will want to see your project work supported by some bigger picture words, that detail the type of working environment in which you thrive.

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|  | **Work experience** |

Clear Logic:

Times New Roman, or Sans Serif are the recommend resume fonts, as these help your resume scan better with applicant tracking software commonly used by Hiring Managers and recruiters in the initial screening process.

Relevance of Content:

The use of hard skills and soft skills in your bullet points is an important tool for showing the reader how you get the work done. It shows your capabilities beyond the simple statement of listing the work you performed as a task. Special attention to detail about the types of roles and responsibilities you list under prior roles will go far.. They would probably seek out someone with experience with reorganizations and department configurations. Any specific examples you can think of that could transfer to a medical data analyst role, should be used when you create your 3 to 5 bullets for each role.

Confident Language and Action Verbs:

You do a good job of using confident language in your current resume. Action verbs are important because they avoid passivity. Passive language removes confidence from words. It doesn’t transfer well to a reader who might be considering us for a job. Action verbs take words like, led, managed and handled; and replace them with controlled, integrated, directed, simplified, and consulted. Whenever possible, replace a passive verb with an action verb.

Consider replacing some of your repeat words like built and researched with new words, like configured, reviewed, studied, directed research efforts, etc. Some of these words could be keywords in a job description, like collaborate, and use judgment. Remember that keywords can be a combination of hard skills (technical) and soft skills (acquired not trained.)

Achievement-Based Descriptions Vs Responsibility-Based Descriptions:

Your achievements come through the strongest when you state, “Built DL models for performing few shot learning to identify functions of a nucleotide sequence by embedding sequence and label in the same place.”

You should check your grammar on this sentence to make sure your verbs are in the same tense.

The reason why this is an achievement-based description, is because it shows the reader you had a goal to build models and to do so, you created a function identification sequence. In general, your resume does a good job of conveying accomplishments. There are certain bullet points that describe the effects of your work more than others. Try to convert the less powerful lines to more impactful by explaining the effect of your tasks beyond just completing an important part of the job.

The proactive explanation of how we turn our tasks into results is the defining aspect of achievement based outcomes over responsibility based outcomes. As much as you can, try to edit non-achievement based descriptions to read more like an achievement on your part. This is an opportunity to toot your own horn. Understand that the things you did at your jobs are unique to you and should be conveyed in a way that makes your brand come through to the reader. Then they will remember you.

Quantifiable Impact (Metrics):

A measurable impact would make your bullets even more effective. Going back to the above example:

“Built DL models for performing few shot learning to identify functions of a nucleotide sequence by embedding sequence and label in the same place.” Think about adding a quantifiable impact to make this sentence stronger, if possible.

* Improved upon DL modeling service by increasing time saving gains by 10%, performing few shot learning to identify functions of a nucleotide sequence and embedding sequence and label in the same place.

As you can see, a quantifiable impact does not have to be a dollar amount. It can be an amount of calls you made, or emails sent to potential buyers. It can be a percentage of time saved by doing something more efficiently with the use of a computer program. Or, it can be the number of team members you helped to train or manage. Think outside of the box with it, and come up with compelling metrics to help you stand out.

Keywords that Demonstrate Fitness to Desired Position:

Use keywords that target your ideal company. Consider industry-specific keywords for ML, like integrations, data mining, big data, agile project management, AI, pipelines, modeling and so on. List keywords in several places on your resume. First in your Key Skills bullet list and then in your 3 to 5 bullet points under your professional experience.

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|  | **Other comments** |

You have terrific experience, but your resume is a bit cluttered with additional information beyond professional experience. Try to make the written content stand out more so that hiring managers are not distracted by your busy copy.

As you work through your professional brand, make your headline something that speaks to the projects you want to work on. Use the use of hard skills and soft skills to describe your accomplishments, and remember that soft skills add a different type of a value to a position because they enable things like team collaboration, schedule management, and so on. Hiring managers will want to see that you can collaborate and work with departments and stakeholders to achieve a task.

Think about solutions you helped to develop and areas where you improved a project by planning a workaround. Give examples of these types of behavior so that your transferable skills come through. Remember to look for keywords in job descriptions and try to match those words in your resume, keeping in mind that, the amount of times a keyword is listed in a job description, should be the amount of times your resume lists that word.

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|  | **Questions and answers** |

Q: I have a feeling I am under-selling myself and my resume is not targeted enough.

A: Think about some of your favorite projects you’ve collaborated on and consider what this type of project means for what you want to do in the future. Building software applications that help people live a better life could be your mission, and you want to convey this through real-time news response, helping people respond to civil unrest or natural storms. Do you want to help solve business problems? Or maybe you capture data and integrate with social platforms to deliver customized content via online shopping app or software program, as some AI and ML scientists will prefer. There is no wrong answer, but to target the right company and the right role, first decide what your goal is upon graduation and search these job listings for their keywords so you can modify your written content to include these.

Educational projects are appropriate things for you to explore here, so if you can explore topics while stile at University, then you can add to your resume with your most exciting contributions and collaborations, as long as they help to identify your professional brand story. Remember to use keywords and provide more clarity in your written content. The resume is just an opportunity to get noticed, so you can save your anecdotal commentary for a phone or in-person interview.

Best of luck with the remainder of your education.