**TABLE OF CONTENTS**

[MODULE ONE - RESUME DEVELOPMENT](#_368ui5cp3iay)

[MODULE ONE - PRE-WORK ACTIVITY](#_twq2mmhe91d6)

[MODULE TWO - COVER LETTER DEVELOPMENT](#_i9d3vc41a85n)

[MODULE TWO - ACTIVITY](#_phbu97ns64q8)

RESUME AND COVER LETTER TEMPLATES

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* **MODULE ONE - RESUME DEVELOPMENT**

A Resume (also known as a CV ~ Curriculum Vitae) is a brief and concise compilation of your skills, attributes, education, qualifications, and relevant work history/experience. It is important to remember Recruiters and Hiring Managers receive hundreds of applications and may shortlist not only on the content included but also on the structure of your document. Additionally, Application Tracking Systems (ATS) filter applications based on keywords.

It is suggested that your resume is limited to 1-2 pages in length, particularly if you are transitioning careers, unless you have extensive relevant work experience. Otherwise, 3 pages maximum. Also ensure you utilise the below tips to ensure your resume stands out for the right reasons.

* Simple formatting – recruiters do not have time to read large paragraphs of information.
* Utilise keywords – mirroring technical and industry specific wording is imperative
* Proof-read - is it logical and concise? well-presented? Ask your career coach to review.
* Additional information – only include interests and hobbies if relevant to the role/industry.

In terms of headings and information that should be included in a Resume, please see a brief summary below. The following pages include additional examples, activities and templates.

|  |  |
| --- | --- |
| **Heading Titles** | **Summary of what is included** |
| **Contact Details** | Include your full name, mobile, suburb/state/country, email address, LinkedIn Profile and Digital Portfolio links. |
| **Professional Summary** | Include a “BAGS” summary, incorporating the below short and simple structure:  B Background  A Achievements/Awards  G Goals  S Skills/Strengths  *For example:*  An experienced commercial builder recognised for work at the Australian Master Builders Awards, winning House of the Year for NSW in 2019. Recently I have completed a Bachelor of Architecture and am looking to further my career as an Architectural Designer. Some of the key skills I bring to a prospective employer are 10+years site management experience, strong understanding of Australian building requirements and advanced CAD skills. |
| **Key Technical and Soft Skills** | Bullet point form: include proficiency if relevant (e.g., Beginner, Intermediate and Advanced). Revise these keywords based on specific role requirements. |
| **Education & Qualifications** | Bullet point form: include relevant IOD certificate, and other relevant education achieved & any applicable qualifications with year of completion noted. |
| **Professional Experience** | Start with your IOD Capstone project (if you have no relevant experience) and/or any relevant virtual internships or work experience. Then include your most recent role, and include relevant jobs, internships, and volunteer work (from the last 10 years maximum), detailing the company, position you held, dates of employment, brief description of duties, with a focus on Key Achievements following the[***Challenge, Action, Result***](https://www.seek.com.au/career-advice/article/how-to-talk-about-achievements-in-your-resume) method. |
| **References** | You do not need to include your references unless explicitly requested. You may just add “References on request”. Ensure you have an idea of who your references will be in advance as you will need to contact them after interviews. |
| **Other** | You may also include Awards, Languages, Professional Associations, Short Courses and Hobbies/Interests if it will enhance your application. |

#### MODULE ONE - PRE-WORK ACTIVITY

**PLEASE COMPLETE *PRIOR* TO THE JOB OUTCOMES PRESENTATION.**

**IF YOU NEED ASSISTANCE,** [**BOOK IN A CAREER COACHING SESSION.**](https://meetings.hubspot.com/careers-advisor-iod/job-outcomes-career-coaching-call)

**PURPOSE:** The purpose of this activity is to focus on the **content** of your resume.

If you already have a resume, use this as an opportunity to refine your content according to the tips provided in this module.

The below content can then be copied into a range of templates provided, online resume builders, or graphic design apps provider later in this guide or based on your own preferences and research.

**INSTRUCTIONS:** .

* **Please complete the tables with your details for all headings below**.
* The light blue sections below are *examples* of the content, length, format and details required.
* You may click in the table, and right click to insert or delete rows as needed.

**Professional Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Date from - to*** | ***Company*** | ***Position Title*** | ***Duties***  ***(Top 1-2 key points)*** | ***Key Achievements***  ***(Top 1-2 points)*** |
| **May 2021 – Current** | **Institute of Data** | **Student** | * **Capstone Project Topic: How do BI tools help with reporting accuracy** | * **Streamlined the efficiency of report requests leveraging Power BI tools with 30% more accuracy for stakeholders.** |
| **May 2016 - Jan 2018** | **Ace Hardware** | **IT/SAP Technician** | * **Investigated and corrected SAP system issues for 500+ staff across NSW**. * **Implemented SAP upgrades, improvements and reporting utilising Agile Project Methodology.** | * **Resolved internal queries within 24 hours and obtained an average 5-star customer service and performance rating.** * **Analysed SAP transactions to build logical business intelligence models for real-time reporting needs. Increased productivity by 50%** |
| **Date from - to** | **Company** | **Position Title** | **Duties**  **(Top 1-2 key points)** | **Key Achievements**  **(Top 1-2 points)** |
| Current  March – 2020 | YAS Marketing Digital | Marketing Manager | * Ensure the company is communicating the right messaging to attract prospective customers and retain existing ones * Manage and coordinate marketing and creative staff | * Increase in customer base by 50%. * Development of new methods for the team to reduce the amount of work and increase productivity |
| Nov – 2018  Fev -2020 | The Salvation Army | Retail Assistant | * cash handling * customer service * price and display stock | * I developed with the team leader the procedures that should be done every day in the store and what each employee should have as a whole |
| Sept -2017  Jan – 2017 | AZO | Marketing | * Grows and expands company social media * Creates and distributes engaging written or graphic content |  |
| Jan-2017  August - 2015 | BDO | Audit Assistant | * Preparing audit reports and statements for review. * Ensuring the organisation is compliant with current legislation and best practices. |  |
| August - 2015  April - 2014 | Deloitte | Financial Assistant | * Processing and preparing financial statements. * Overseeing client accounts |  |

**Qualifications/ Education**

|  |  |
| --- | --- |
| ***Year obtained*** | ***Institute, Course Title, and a Summary of Subjects (only if relevant to industry)*** |
| **2021** | **Institute of Data – Graduate Certificate in AI/Data Science (RMIT Accredited)**  **Subjects:**   |  |  | | --- | --- | | **● Foundational Data Science**  **● Data Science and AI Skills**  **● Applying Data Science to Industry** | **●Presentation Skills**  **● Learning to Learn Framework**  **● Capstone Project** | |
| **2021** | **Institute of Data – Graduate Certificate in Cyber Security (UTS Accredited)**  **Subjects:**   |  |  | | --- | --- | | **● Foundational Cyber Security**  **● Top Business Risks**  **● Real-World Cyber Issues** | **●Attackers View v’s Defensive Mindset**  **● Incident Response & Risk Reviews**  **● Security & Compliance Frameworks** | |
| **2018** | **University of Western Sydney - Bachelor in Sports Science** |
| **Year obtained** | **Institute, Course Title, and a Summary of Subjects (only if relevant to industry)** |
| 2022 | **Institute of Data – Graduate Certificate in Software Engineering**  **Subjects:**   |  |  | | --- | --- | | **● Foundational Software Engineering**  **● Software Engineering AI Skills**  **● Applying Software Engineering to Industry** | **●Presentation Skills**  **● Learning to Learn Framework**  **● Capstone Project** | |
| 2019 | **SENAC- Graduate Certificate in Digital Marketing/Graphic Design**  **Subjects:**   |  |  | | --- | --- | | * **Fundamentals of Digital Marketing** * **SEO** * **Mobile marketing** | * **Social media** * **Video marketing** * **Web optimization** * **Graphic Design** | |
| 2016 | **São Judas Tadeu University - Bachelor in Accounting**  **Subjects:**   |  |  | | --- | --- | | * **Accounting principles.** * **Documentation and reporting.** * **Budget administration.** | * **Payroll oversight.** * **Account reconciliation.** * **Month/year end reporting.** | |
|  |  |

**Professional “Soft” Skills**

The below list is not exhaustive and does not include all your individual skills and strengths. Include the skills you feel comfortable elaborating on during interviews, with personal real-life examples ready.

[**Soft Skills Definition and More Examples**](https://resumegenius.com/blog/resume-help/soft-skills)

|  |  |
| --- | --- |
| ***Examples*** | **My Top 5 “Soft” Skills** |
| **Collaboration** | **Self-Motivated worker** |
| **Critical Thinking** | **Creativity** |
| **Analytical Skills** | **Teamwork** |
| **Problem-Solving** | **Adaptability** |
| **Presentation Skills** | **Interpersonal skills** |
| **Teamwork** |  |
|  |  |

**Technical Skills**

The below list is not exhaustive, and does not include all relevant software, tools, or technologies in the industry. You can also highlight key technical skills from job descriptions you are applying for.

[**Examples of Data Scientist Skills – More Examples**](https://www.thebalancecareers.com/list-of-data-scientist-skills-2062381)

[**Examples of Cyber Skills – More Examples**](https://www.institutedata.com/courses/data-science-artificial-intelligence-program/)

|  |  |  |
| --- | --- | --- |
| ***Examples ~ Data*** | ***Example ~ Cyber*** | **My Top 10 Technical Skills** |
| **Python** | **Risk Analyst** | React |
| **Pandas** | **Malware Analyst** | JavaScript |
| **Numpy** | **Intrusion Detection** | CSS |
| **Data Visualization** | **Python Scripting** | HTML |
| **Data Cleansing** | **Risk Management** | Figma |
| **Excel** | **Cloud Security** | Microsoft Office |
| **SQL** | **Data Encryption React** | Photoshop |
| **BI Reporting/Tableau** | **Penetration Testing** | Canva |
|  |  | Asana |
|  |  |  |

**Professional Summary (BAGS Statement – see first page for definition)**

Refer to the content you have completed and summarise it into the format below. **This section will be reviewed and discussed in the Job Outcomes Program Presentation.**

|  |  |
| --- | --- |
| ***Professional Summary Examples*** | **Statement – Write a sentence for each and then format into one final summary.** |
| **15 years+ experience in the Telecommunications sector, with an in depth and comprehensive knowledge of Fibre Networks.  Master of Engineering Graduate and currently studying a UTS industry accredited Certificate in Data Science, which involves hands-on technical skills and exposure to current AI practices. Looking to further my career in Data, eventually landing a Data Scientist role. Some of the key workplace skills I can bring to an organisation include stakeholder management, problem-solving and consultation.**  **8 years+ experience in the Marketing/Communications sector, with an in depth and comprehensive knowledge of Customer Segmentation.  Diploma of Design Graduate and currently studying a UTS industry accredited Certificate in Cyber Security, which involves hands-on technical skills and exposure to current business risks. Looking to further my career in Cyber Security, eventually landing a Penetration Testing role. Some of the key workplace skills I can bring to an organisation include presentation skills, problem-solving and negotiation.** | **Background** (include years of experience, sector/industry, and specialisation):  **4 years experience in the Marketing/ Design sector and more 4 years with experience in Accounting an in depth and comprehensive knowledge of Creativity and Time management** |
| **Achievements/Awards** (include summary of relevant Qualifications, awards and include IOD course):  **Diploma of Accounting Graduate and currently studying a UTS industry accredited Certificate in Software Engineering, which involves hands-on technical skills and exposure to software industry.** |
| **Goals** (include summary of ideal role/industry)  **Looking to further my career in Front End Developer. Some of the key workplace skills I can bring to an organisation include creativity, problem-solving and flexibility.** |
| **Skills/Strengths** (include summary of “soft skills” and what you can bring to the new role/organisation): |
| ***This is now your BAGS Statement for your Personal Summary on your Resume.***  ***Hot tip: You can also memorise this for the daunting “Tell me about yourself” Interview question (covered more in the Interview Module).*** | **Combine the above into one paragraph below using the examples provided:**  *4 years of experience in the Marketing/ Design sector and more than 4 years with experience in Accounting an in-depth and comprehensive knowledge of Creativity and Time management. Diploma of Accounting Graduate and currently studying a UTS industry accredited Certificate in Software Engineering, which involves hands-on technical skills and exposure to the software industry. I am looking to further my career as Front End Developer. Some key workplace skills I can bring to an organisation include creativity, problem-solving, and flexibility.* |

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#### MODULE TWO - COVER LETTER DEVELOPMENT

A cover letter is a personalised 1-page document required to support your job applications. It is recommended and usually best practice to submit with every application. A well-written cover letter gives you the chance to justify why you are the best candidate for the role and persuade the organisation to shortlist and interview you.

Your cover letter should be succinct and show how your experience, skills and achievements relate to the role/position, highlight how your skills and work experience match the employer needs and show genuine enthusiasm for the role highlighting why you are the person for the job.

Your Cover Letter should include the following key content:

|  |
| --- |
| **Summary of what is included** |
| Why you want to work for the organisation |
| How your career goals align with the opportunity |
| Why you are interested in the role itself |
| What education/skills/experience you can bring to the role/organisation |
| How you meet the selection criteria (if relevant - see resources section for a separate template) |
| Strong closing statement |

The following aspects are **important** when considering structure and content during the development of your tailored cover letter:

* Read the entire application before completing your tailored cover letter
* Take your time
* Ensure your contact details are easily accessible
* Ensure to date the cover letter
* State the specific job title or department of interest
* Be accurate and honest
* Be informative and complete
* Be positive
* Sell yourself authentically
* Match up your skills and experience with the role requirements
* Double-check for errors or have someone proof-read your application
* Keep your application consistent with the information on your resume.

Do **not** do the following in your cover letter:

X Misspell words

X Use abbreviations

X Forget to change / edit your template correctly

X Tell your life story or include any irrelevant details

X Provide any negative information or mention professional or personal problems

X Underestimate yourself!

#### MODULE TWO - ACTIVITY

**PLEASE COMPLETE ACTIVITY WITHIN 1 WEEK AFTER THE JOB OUTCOMES PRESENTATION.**

**IF YOU NEED ASSISTANCE,** [**BOOK IN A CAREER COACHING SESSION.**](https://meetings.hubspot.com/careers-advisor-iod/job-outcomes-career-coaching-call)

**PURPOSE:** The purpose of this activity is to focus on the **content** of your Cover Letter.

The below content can then be copied into a range of templates provided, online cover letter builders, or graphic design apps provided previously in this guide or based on your own preferences and research.

**INSTRUCTIONS:**

* Locate an Advertisement on the [IOD Jobs Board](https://jobs.institutedata.com/) with a suitable role you would like to apply for.
* Update your JOB tracker with the contact details, closing date and the Position Description.
* Review the company website and/or Linkedin for additional organisational information.
* Incorporate relevant information from your resume content where required.
* **Please complete the tables with your details for all headings below**.
* The light blue sections below are *examples* of the content, length, format and details required.
* You may click in the table, and right click to insert or delete rows as needed.

**The example below is a Data role, the same concepts can be applied to Cyber Security roles.**

|  |  |
| --- | --- |
| **Company Details** | **Opening Paragraphs Example** |
| **Key facts about the Company**   * **ING Bank** * **World’s leading Savings bank** * **Australia’s most recommended bank** * **focus on simple, straight-forward and good value products** * **2020 CANSTAR Bank of the Year Award.**   **3 reasons that attracts you to the Company**   * **Culture that is fun, friendly, and diverse.** * **Sustainability Approach.** * **Open to Flexible Working.** | **Dear Jonathan – Recruitment Lead,**  **I was eager to contact you with my interest for the Data Analyst position with ING Bank, which aligns with my career goals. I am interested in working for ING as it is a world-leader, and highly recommended by customers, renowned for value products and the 2020 Bank of the Year Award with CANSTAR.**  **I feel the ING values around sustainability and a fun and diverse culture, including working in a remote environment aligns with my aspirations to progress my career into a role in the Data field.** |
| **Company Details** | ***Draft your Opening Paragraphs - Be authentic and creative.*** |
| ***Key Facts:***   * ***A*** * ***B*** * ***C*** * ***D***   ***Attractions:***   * ***A*** * ***B*** * ***C*** * ***D***   **ndly, anApproach.**  **O to Flexible** | ***Dear <Insert Name>, <Role>.......*** |

|  |  |
| --- | --- |
| **Role & Skill Requirements** | **Middle Section** |
| **Write down the role, main tasks and context (e.g team or department)**   * **Data Analyst** * **Risk Intelligence Team** * **Focus on data extraction** * **Working in a supportive team environment.** * **Obtain exposure to Data Warehouses.**   **List the key skills required (Technical & Soft)**   * **SQL** * **Python** * **Problem Solving** * **Stakeholder Management** | **Having recently completed a Graduate Certificate in Data Science and AI at the Institute of Data (RMIT Accredited), it is my goal to work as a Data Analyst in a supportive Risk Intelligence team with exposure to Data Warehouses.**  **I have obtained a well-rounded skill set in data analysis, with applied SQL and Python capabilities and the ability to undertake data extraction and automation through my problem-solving and stakeholder skills, making me an ideal fit for the Data Analyst position.** |
| **Role & Skill Requirements** | ***Draft your middle paragraphs– Feel free to elaborate.*** |
| ***Role:***   * ***A*** * ***B*** * ***C*** * ***D***   ***Key Skills:***   * ***A*** * ***B*** * ***C*** * ***D***   **ndly, anApproach.**  **O to Flexible** | **Having recently completed a Graduate Certificate in….** |

|  |  |
| --- | --- |
| **Work Experience, Skills and Projects** | **Work Experience, Skills and Projects Section Example** |
| **Write down your relevant**   * **Work Experience** * **Technical and Interpersonal Skills** * **Projects/Volunteer/Other Experience.**   **Refer back to your Resume to summarise these points.**  **Note that once you have refined this section it can generally be used across all your standard Cover letters.**  **If selection criteria is required then a different template should be used in the future. For this example, keep using this template and continue. Speak to your Career Coach.** | **● Professional Work Experience**  **I have 6 years+ as a Software Technician responding to a SAP Helpdesk, and recent experience as a Virtual Intern in Data Science.**  **● Interpersonal and Technical Skills**  **My core technical skills include Python, Excel and SQL with practical experience in a Capstone Project at the Institute of Data. My previous roles have strengthened my interpersonal capabilities in problem-solving and decision-making, including a keen attention to detail and accuracy.**  **● Key Achievements/Projects**  **During my Data Science course I completed a Capstone Project Topic: How do BI tools help with reporting accuracy. Results: Streamlined the efficiency of report requests leveraging Power BI tools with 30% more accuracy for stakeholders. I was also required to present findings to my class and a panel of data Trainers and experts.** |
| **Briefly list your relevant experience, skills, projects** | ***Draft your points below– Feel free to elaborate and provide practical examples in a concise and succinct format.*** |
| ***Work Experience:***  ***Skills:***  ***Projects:***  **ndly, anApproachO to Flexible** |  |

|  |
| --- |
| **Final Paragraph Summary/Examples** |
| **I am excited at the prospect of bringing my talents and skills to your organisation. I look forward to hearing from you, at your earliest convenience, to discuss the Data Analyst role.**  **Thank you for your time and consideration.**  **Sincerely,**  **Tania Thomas**  **--**  [**CLICK FOR MORE EXAMPLES**](https://www.livecareer.com/resources/cover-letters/how-to/write/closers) |
| ***Draft your closing paragraph below – Feel free to elaborate with what differentiates you and to reinstate your interest.*** |
|  |

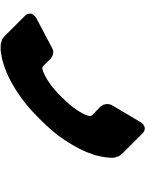
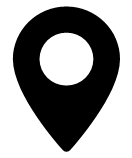
##### 

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##### \*\*\* THE BELOW RESUME & COVER LETTER TEMPLATES CAN NOW BE POPULATED OR ALTERNATE ONLINE OPTIONS / SITES ARE RECOMMENDED. THESE OPTIONS WILL BE DISCUSSED DURING THE JOB OUTCOMES PRESENTATION - YOU DO NOT HAVE TO FINALISE PRIOR. PLEASE SELECT AND COMMENCE FORMATTING AFTER THE PRESENTATION FOR REVIEW IN YOUR FIRST COACHING SESSION \*\*

**COVER LETTER TEMPLATE 1**

*Your Name*

email@gmail.com |  0412589636 | Sydney, NSW 2000

May, 2021

Company Name

Sydney, NSW

RE: <INSERT Position>

Dear <INSERT NAME> Hiring Manager,

It is with great eagerness that I apply for the Data Scientist position with <INSERT> organisation and I was eager to contact you with my interest. From reading the role advertisement I feel the values, mission, and culture including working for a professional services firm with diverse opportunities for career progression, aligns with what I offer as a professional.

Having recently completed a Graduate Certificate in Data Science and AI, I have obtained a well-rounded skill set in data analysis and honed talents in statistical model development and data cleaning, making me an ideal fit for the Data Scientist position.

The below further demonstrates my capabilities for the role:

* *Professional Work Experience*

I have 6 years+ as a Software Technician, and recent experience as a Virtual Intern in Data Science.

* *Interpersonal and Technical Skills*

My core technical skills include Python, Excel and SQL with practical experience in a Capstone Project at the Institute of Data. My previous roles have strengthened my capabilities in problem-solving and decision-making, including a keen attention to detail and accuracy.

* *Key Achievements/Projects*

Completed capstone project in Cyber Forensics that cut security risk of a working website by 75%.

I am excited at the prospect of bringing my talents to your organisation. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Data Scientist role.

Thank you for your time and consideration.

Sincerely,  
First Last

**COVER LETTER TEMPLATE 2**

**CAN BE USED FOR SELECTION CRITERIA**

[Your Name]

[Your phone Number]

[Your email address]

[Your residential address]

**Re: [Company Name – Job Title]**

Dear [Hiring Manager Name],

Please find attached my resume in application for the position of [Job Title].

I’m a data scientist [insert relevant functions such as software developer or solutions consultant] with over [insert] years of [insert total years of work experience] experience.

Below is a summary of how my experience and skills align with the role capability requirements.

|  |  |
| --- | --- |
| **Role Requirements/**  **Selection Criteria** | **Relevant Education, Skills and Experience Examples** |
|  |  |
|  |  |
|  |  |
|  |  |

I’m passionate about [insert keywords relevant to the role] and believe I would make a valuable contribution to the team.

Yours Sincerely,

[Your Name]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | RESUME TEMPLATE 1  |  | | --- | | ***Your Name***  ***Cyber Security Graduate*** |   ***Professional Summary***  15 years+ experience in the Telecommunications industry, with an in depth and comprehensive knowledge of Fibre Networks.  Recent graduate of a UTS industry accredited Certificate in Cyber Security, which involved hands-on skills in the latest practices and exposure to current business security risks. Looking to further my career in Cyber Security, eventually landing a penetration testing role. Some of the key workplace skills I can bring to an organisation include client/stakeholder management and consultation.  ***Certifications***  **The Institute of Data** Australia, May 2021  **Certificate in Cyber Security**   |  |  | | --- | --- | | ●Introduction to Cyber Security  ●Top Cyber Business Risks Today  ●Cyber Security Practice  ●The Defensive Mindset  ●Incident Response  ●Communication Skills | ●Consulting Skills  ● Real-world cyber security issues  ● The Attacker’s View  ●Performing Risk Reviews  ●Security and Compliance ●Frameworks |   ***Professional Experience***  **The Institute of Data** - **Capstone Project**  *May 2021*  **<Include Project Summary>**  **Key Achievement:** Slashed risk of cyber attacks by 23% by using automatic updates for a business  **ANZ Bank** - **Virtual Intern**  Sydney, NSW *03/2021 - Current*   * Ethical Hacking ensuring the safety and security of IT networks * Providing vulnerabilities and making recommendations   **Key Achievement:** Slashed risk of cyber-attacks by 23% by using automatic updates for a business |  |  | [no\_reply@example.com](mailto:no_reply@example.com)  (123) 456-7890  Sydney NSW  [linkedin.com](https://www.linkedin.com/)  [Github.com](https://github.com/)  ***Technical Skills***   * Risk Analyst * Malware Analyst * Data Analysis * Intrusion Detection * Python Scripting * Data Encryption * Cloud Security * Risk Management   ***Interpersonal Skills***   * Problem-Solving * Proactive * Consultation * Presentation * Collaboration   ***Education***  Bachelor of Engineering  University of Otago, 2018  ***Awards/Affiliations***  Association of Information Technology  ***Languages***  English and Chinese  ***Volunteering***  Cyber Security Support, Dover School  ***References***  Available upon request |

|  |  |
| --- | --- |
| RESUME TEMPLATE 2  Your Name Data Science Graduate15 years+ experience in the Telecommunications industry, with an in-depth and comprehensive knowledge of Fibre Networks. Recent graduate of a UTS industry accredited Certificate in Data Science/AI, which involved hands-on technical skills and exposure to current AI practice. Looking to further my career as a Data Analyst, eventually landing a Data Science role. Some of the key workplace skills I can bring to an organisation include client/stakeholder management and consultation.PROFESSIONAL CERTIFICATIONSInstitute of Data, Australia*Certificate in Data Science / AI*(University of Technology Accredited)MONTH 20XX - MONTH 20XX Capstone Project:  Key modules covered:   * Foundational Data Science and AI Skills * Core Data Science and AI Skills * Applying Data Science Industry * Soft Skills needed to Succeed as a Data Scientist * Learning to Learn Framework * Capstone Project  PROFESSIONAL EXPERIENCECompany, Location — *Job Title*MONTH 20XX - PRESENT Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.  Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh.  Key Achievements  Key Achievements  Key Achievements RESUME AND COVER LETTER ONLINE TEMPLATES The content is most important, but for more creative and bold resume and cover letter design tools and templates you can try the below websites.  You could also enlist the help of a professional graphic designer.  Please note some templates may be free or require a one-off or ongoing subscription. Check the T&C’s and consider if it is worth it.  **FOR MORE ADVANCED GRAPHICS, COLOURS AND STYLES**  <https://www.canva.com/resumes/templates/>  **Pros of a Canva Resume:**   * Canva has hundreds of resume templates with excellent graphic design to choose from. * Formatting is a breeze and the resume templates are easy to edit. * You can download your [resume in PDF format](https://zety.com/blog/pdf-word-resume), which is the preferred format. * Some Canva templates are completely free, no strings attached.     **Cons of a Canva Resume:**   * Canva resume templates look beautiful graphically, but many don’t have enough space to write an in-depth experience section. * The graphical elements could be difficult for ATS to scan, e.g Photos or Images and an [ATS-friendly resume](https://zety.com/blog/ats-resume) is crucial unless you are sending your resume directly to the hiring manager. * Many of the templates are formatted to include a photo, which may not be preferred or standard (depending on location and industry)   **FOR AN EASY-TO-USE ONLINE RESUME-BUILDERS**  A resume builder is a piece of software or an online tool that has a lot of [resume templates](https://www.designhill.com/templates/resume) or interactive forms to create a desired style of resume. These online templates let you plug in your details, move content around and input suggested skills so that you can prepare a cohesive resume.  **Links**  <https://resume.io/resume-templates/professional>  <https://www.myperfectresume.com/> | 123 Your Street  Your City, ST 12345  **(123) 456-7890**  [**no\_reply@example.com**](mailto:no_reply@example.com)  **Linkedin & Github** SKILLS Python  Pandas  Numpy  Data Visualization  Data Cleansing  Data Manipulation  SQL  Tableau  **SOFT SKILLS**  Problem Solving  Collaboration  Leadership  Emotional Intelligence  QUALIFICATIONS School Name, Location — *Degree*MONTH 20XX - MONTH 20XXLANGUAGES English  German  **REFERENCES**  Available upon request  **CANVA SAMPLE**    **resume.io SAMPLE**    **My Perfect Resume SAMPLE** |