

Activity Exemplar: Update your resume



This reading provides a completed exemplar of the **Activity: Update your resume** for you to compare against your own work.

Completed exemplar

To review the exemplar for this course item, right-click the following link.

 **RIGHT CLICK LINKS TO OPEN IN NEW TAB** 
Link to exemplar: [Update your resume exemplar](#)

Assessment of exemplar

Compare the exemplar to your completed activity. Review your work using each of the criteria in the exemplar. *What did you do well? Where can you improve?* Use your answers to these questions to guide you as you continue to progress through the course.

Note: *The exemplar represents one possible way to complete the activity. Yours will likely differ in certain ways. What's important is that your resume clearly communicates a clear and concise overview of your skills and experience and what value you would bring to the role.*

Your completed activity should include the following:

- Your **personal information**, including your name, job title, address, phone number, email address, and links to your LinkedIn® profile and portfolio
- The **skills** you have that align most closely to cloud data analytics and the specific job posting

- Your **work experience**, including each company name and location, your job title, the dates you worked there, and a description of your responsibilities and accomplishments
- Your **education**, including the name of each institution and its location; the degree, diploma, or certificate you earned; and the dates of attendance or completion
- A section(s) that highlight(s) what makes you unique

Your resume should also:

- Use correct grammar, spelling, and punctuation
- Be no more than 1–2 pages in length