

Incorporate your projects into your portfolio

At this point, you've used everything you learned in this certificate program to complete the capstone and other projects showcasing your professional and technical skills. Beyond showcasing your projects in your resume, it is important to have an online portfolio where potential employers can actually explore those projects. Your resume is a snapshot in time, based on the job description of the role you are applying for. But your online portfolio will reflect your best and most current accomplishments. This reading is your guide to display your technical skills and projects in your resume and to create an online project portfolio.

Add your technical skills and portfolio to your resume

When applying for a cloud data analyst role, your first introduction to a potential employer is through your resume. When crafting your resume, it's important to add the technical skills you acquired from the certificate and your portfolio project to your resume.

Add technical skills to your resume

Start by adding "Technical skills" to your "Skills" section of your resume. Be sure to incorporate the technical skills listed in the specific job description. The following is an example of a "Technical Skills" section:

Technical Skills

- Programming Languages: SQL, LookML, Python
- Tools: Looker, Looker IDE, Dataproc, Google Cloud Storage

Add a technical project to your resume

After your technical skills section, you can add a section for your technical projects or data projects. The title of the section is up to you and depends on the wording of the job description. If you have a mix of data projects, such as dashboards, data analysis, and modeling, you may want to title the section, Data Analytics Projects, and use bullet points to list the different types of projects.

The following is an example of a "Data Analytics Projects" section that you can include in your resume.

Data Analytics Projects

- Exploratory Data Analysis
- Data Cleaning Plan
- Product Recommendation
- Data Pipeline

The technical skills and projects you add to your resume should also be reflected in your online project portfolio. As you learn more programming languages, tools, and technical skills, you need to add them to your resume. The same technical skills you add to your resume should be showcased within the projects you have in your online portfolio. The next section highlights where to build an online portfolio and what to include in your portfolio.

Where to create your online portfolio

There are many platforms that data professionals use to host their online portfolios. The first step is to choose a platform that suits the type of projects you want to showcase. Google Sites is good for blog-style portfolios. GitHub and Kaggle are better for hosting code-based portfolios. Tableau is great for sharing your visualizations. Create an account on the platform that you choose. The following links have steps that explain how to set up accounts on various platforms:

- [GitHub](#)
- [Kaggle](#)
- [Tableau Public](#)
- [Google Sites](#)

What details to add to your portfolio

After deciding where you want to host your portfolio, add details about each project to help potential employers understand your work. Here's some useful information you can include:

- **Project Title:** A descriptive project title states the type of analysis and project to draw in your prospective employer. Do not title your project Portfolio Project; instead try adding more detail about what the focus of your project was.
- **Project Overview:** A project overview should be a few sentences long stating the problem you solved, what data was used in the project, and your results.
- **Business Understanding:** A business understanding showcases the stakeholder(s) and the business problem you worked to solve. Feel free to add citations of research you did on your business problem here as well.

- **Data Understanding:** The data understanding explains what data you used in your analysis, the timeframe of the data, and any data limitations. This is also a good section to add visualizations of your exploratory data analysis.
- **Conclusion:** In the conclusion section, highlight the project successes and any future steps you might take to expand on your project. You can also add recommendations you have for solving similar business problems in the future.

Key takeaways

Coordinate the skills you're highlighting in your resume with your online portfolio as a way to demonstrate your abilities. A portfolio can be a key asset that sets you apart from other applicants applying for the same jobs as you. When you create your online portfolio, ensure that the capstone project and other projects you include are applicable to the jobs you're applying for. And remember to continue updating your portfolio as you complete new projects or gain new skills!