

Activity: Update your resume



Activity Overview

When applying for jobs as a cloud data professional, it's important that you present a resume that showcases your relevant skills and experience. An effective resume can directly impact your chances of becoming a successful candidate for a position.

In this activity, you will revise your current resume or develop a new resume to reflect the experiences, technical abilities, knowledge, and skills you've developed in this program. This will ensure that your resume is tailored for cloud data professional roles and will help you stand out to potential employers.

To refine your resume for roles in the data analytics field, you will first search for and identify a target role. Then, you will tailor the content in your resume to match the requirements of that role.

Resumes can be presented in a variety of different formats, and some of the sections in your resume might differ from those described in this activity. What is most important is that your resume reflects the skills you've gained in this program and that the language you use is applicable to the position you've identified.

To review some best practices for developing a data professional resume, refer to the following reading: *Tips for resume preparation*.

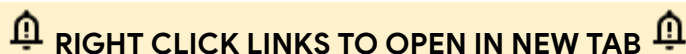
Be sure to complete this activity before moving on. The next course item will provide you with a completed exemplar to compare to your own work.

Step-By-Step Instructions

Follow the instructions to complete each step of the activity. Then, answer the questions at the end of the activity before going to the next course item to compare your work to a completed exemplar.

Step 1: Access your resume and supporting materials

To begin, open your current resume. If you do not have a resume, the following supporting materials will help you complete this activity.



RIGHT CLICK LINKS TO OPEN IN NEW TAB



Link to supporting material: [Tools and tips for resume preparation](#)

Step 2: Research roles



Think about what you've learned about cloud data professional roles in this program so far, and decide which type of role you would like to pursue.

Consider the tasks and responsibilities that interest you, your current skill set, and your previous experience. Then, research roles on platforms like [Indeed](#), [LinkedIn® Job Search](#), or [CareerBuilder](#) and identify a position that appeals to you.

To review what you can expect in the hiring process for cloud data analyst roles, refer to the **Cloud data analytics hiring process video** in course 5 module 1.

Step 3: Take notes on your research



Open a separate document and take notes on your findings. Record the job title of the role you selected and some of the qualifications and skills required for that position. Read several additional job descriptions for similar roles to identify qualifications and skills that appear frequently and note those as well.

Step 4: Update your personal information



In your resume document, update your personal information:

- Check that your **contact information** is up to date. Your contact information should include your **name**, **location** (such as city and state), **phone number**, and an **email address** that is easy to read, relatively short, and avoids too many words or symbols that are unrelated to your name.
- If you have a **LinkedIn® profile**, add a link to it.
- Add a link to your **portfolio**.
- If necessary, update your **job title** with a title that conveys both your current experience and the role you are seeking, such as Cloud Data Analyst or Data Analyst.

Step 5: Update your skills



To update the **skills** section of your resume, review the notes you took in **Step 3** on the role that interests you. Revise this section to include the skills you have that align most closely with the requirements for the position. These can include:

- Technical skills you've learned in this program, including:
 - Working with relational databases
 - Data warehousing with BigQuery
 - Data processing with Dataproc and Dataflow
 - Data visualization with Looker Studio and Looker Enterprise



- Skills you've gained in previous positions, like:
 - Knowledge of specific software and tools
 - Work with spreadsheets and databases
 - Leading a team
- Strengths and competencies, like:
 - Problem-solving
 - Communication
 - Time management

Where applicable, match the language used in the job description since some employers use automation software to filter resumes. For example, if the job description states “understanding of statistical techniques” or “advanced modeling experience” and you have that skill or experience, use that language in your resume too.

Pro Tip: AI tools can be a great way to tailor your experience to the specific job you are applying for. Copy and paste the job description from the posting into an AI tool and prompt it to generate a list of relevant job responsibilities. Then, use the AI-generated list as a starting point to think about your own experiences and how you can tailor your resume to highlight the skills needed for the job.

For more best practices about what skills to include in a resume for data analytics roles, refer to the **Skills** section of the **Tools and tips for resume preparation reading** in course 5 module 1.

Step 6: Update your experience



The **experience** section of your resume provides a summary of the positions you have held in your career. Be sure to list at least three positions in reverse chronological order, starting with the most recent position first. This can include internships, volunteer roles, and other relevant experience. Each listing should include:

- Company name
- Location
- Job title



- Dates you worked there
- A description of your responsibilities and relevant accomplishments

Aim to communicate how your skills and past accomplishments relate to the role you are applying for, and be sure to highlight your transferable skills, such as communication skills, collaboration, problem-solving, and data-driven decision making.

For more best practices about tailoring the experience section of your resume to data analytics roles, refer to the **Experience** section of the **Tools and tips for resume preparation reading** in course 5 module 1.

Step 7: Update your education



The **education** section of your resume describes any formal schooling and training you've had, including degree programs, diplomas, and certificates. Listing your education helps demonstrate the qualifications and knowledge you bring to a potential employer and conveys that you meet the requirements for the opportunity you are seeking.

This section should include the name of any school you attended after high school; its location; the degree, diploma, or certificate you earned; and the dates that you attended. List the schools in reverse chronological order with the most recent first.

Include internships, apprenticeships, and any professional certifications or credentials you hold, including the Google Cloud Data Analytics Certificate, as well as the month and year of completion.

Step 8: Add what makes you unique



Complete your resume with a section or sections about what makes you unique. You can include sections like "awards," "languages," "volunteer work," "projects," "hobbies and interests," or "accomplishments." For example, if the role requires someone who is multilingual



and you speak several languages, you can add a “languages” section to highlight this skill. Adding your unique skills and experience will help you stand out to potential employers.

Step 9: Proofread your resume



Finally, carefully proofread your resume for spelling, grammatical, and punctuation errors. You can use a spelling and grammar check tool to help you identify errors, but you should still closely read through every section since this tool does not always find every mistake. You can also ask a friend or colleague to review your resume and provide feedback.

Make sure your resume is as concise as possible. Ideally, the length of your resume should be no more than 1–2 pages, particularly early on in your career. If there are places where you can use fewer words to say the same thing, choose a more precise word or concise phrasing. Note that your resume doesn’t need to include every responsibility from every job. Once you get an interview, you can go into more details about yourself, but your resume should showcase only your best and most relevant accomplishments.

What to Include in Your Response



Be sure to address the following components in your completed resume:

- 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