



## Resume Sample: Data Analytics

Creating your resume may seem like a daunting and confusing task, especially when it comes to deciding on what to include. The main goal of your resume is to describe your experience, education, and interests in a way that is relevant to the position for which you are applying. Below are tips to help you to create a resume that is polished, professional, and relevant, and will also help you stand out amongst other applicants. Page 3 features a sample resume that illustrates the resume writing guidelines covered in this document.

For further questions, please contact Arts & Sciences Career Services Office. Additionally, company professionals and recruiters who attend Big Data and Analytics Association meetings may be willing to give you some tips.

**1** Include identifying information In this portion of your resume, you should always include information for potential employers to contact you, including:

- Name
- E-mail address
- Phone number
- Postal Address
- LinkedIn handle

**2** Include information about your education This part of your resume is where you include items regarding your education. They should be listed in reverse chronological order, with the most recent (or current) item listed first. Be sure to include:

- University and Location
- Degree(s)
- Major(s) and Minor(s)
- Expected Graduation Month and Year
- GPA

It is recommended that you include your cumulative GPA. However, if you do not feel that it is an accurate representation of your potential, you may consider including your major GPA instead. Your major GPA can be found on your degree audit.

**3** Highlight pertinent skills Technology, software, and analytical skills are the top three skills cited as highly desirable by employers in the data analytics field. Be sure to include software packages that you have used inside the classroom, or as part of a project for a student organization, for prior employment, or in independent research. When creating this portion of your resume, be sure to incorporate verbiage that matches the job description – that is, if the job requires a specific technological skillset, be sure to include those same skills and knowledge areas on your resume.

• Only list skills that you actually have and can speak to knowledgeably in an interview.

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• If you choose to add a language skill on your resume, only include it if you speak at an intermediate frequency and it is relevant to the position you are seeking.

• Most employers today assume that those applying for data science or analytics roles know how to use Microsoft software. Instead of listing each individual software, list the phrase “Microsoft Office Suite.” Then use the extra space to highlight what makes you stand out.

**4** Feature relevant coursework Employers are interested in confirming that you not only completed specific coursework for your major, but that you have taken courses that will provide you with transferable skills. When creating this part of your resume, tailor the specific courses highlighted so that you include courses that are the most relevant to the position for which you are applying. Employers often look for students with advanced coursework and analytics skills, so list advanced courses rather than introductory classes when possible. However, if you have only completed the core courses towards your degree, it is acceptable to list those courses.

### Key Words to Include on your Resume.

Aside from using key words found in the job description, employers in the Data Analytics field often look for these keywords included in resumes:

- Analytics / Analysis
- Business
- Clients
- Computer Information
- Communication

- Data / Database / Data Science
- Development
- Employment
- Engineering
- Finance
- Knowledge
- Management
- Research
- Software
- Team / Teamwork
- Technology

**5** Emphasize applicable experience This portion of your resume should include internship, research, tutoring, or part-time jobs that have allowed you to gain knowledge, skills, and insight relevant to the position you are interested in. It is important to be specific in the information that you provide.

Be sure to tailor the descriptions of your experiences so that they are more results based – don't just describe what you did, describe the impact you made.

Employers looking for data analytics talent will scan your resume for examples of how you have used analytics to advance a project. Have you done risk assessment for a company, developed a new software, or taken financial training? List any relevant projects. Specifically, be sure to highlight:

- Any leadership or creative experiences.
- Special projects you worked on or assisted with.
- Rather than listing duties, try to showcase the value of your work to the company (i.e. logged incoming requests for 200+ clients; assisted with the creation of a new customer database).
- Always note if you spearheaded a project or were asked to take on additional work beyond your regular role.

Keep in mind that you should not list every position you have held, unless it is relevant for the position that you are seeking. If you choose to include a job that may not be as relevant to the position for which you are applying, be sure to keep the description of duties to one line. Also, be sure to use this as an opportunity to showcase the value of working while going to school ("worked as a server for 10 hours a week while enrolled in 18 credit hours"). Employment information should also be in reverse chronological order and include:

- The organization's name and location
- Position held
- Dates of employment (month and year)
- Bulleted descriptions of your accomplishments. All bullet points should begin with a verb. Be sure to concentrate on areas that relate to the position that you are seeking.

**6** Include interests, activities, and leadership experiences Recruiters are interested in well-rounded students who have accomplished leadership roles, as well as participated in other activities during their time as an undergraduate student. Most employers strongly consider leadership skills when looking at a resume! In this section of your resume. When selecting activities, interests, and organization leadership experiences, it may be hard to choose which ones to include on your resume. A general rule of thumb is to emphasize those that are most relevant to the position for which you are applying. Be sure to show the value of your experiences, and list a bullet point or two under each activity to show the impact you had on the organization.

**7** Highlight honors and awards If there is room, use extra space to highlight pertinent honors and awards. If you received a prestigious scholarship or earned a "best poster" award, highlight it.

Things to Remember

Give the employer what they ask for

**8** If the employer asks for both a resume and a cover letter when submitting your application for a position, be sure to provide both of those resources. If you only provide one or none of the requested documents, chances are likely you will not be chosen for an interview.

Be concise

Keep your resume easy to read, so recruiters can easily see your most relevant (and impressive) experiences and accomplishments.

Keep it relevant

Remember to keep the content of your resume relevant to the position for which you are applying for. It is a smart idea to customize your cover letter or resume for each job description, using similar terminology as those used in the description. Doing this is easier than you might think – simply look at key words from the job description and incorporate them into your resume where applicable.

Resume appearance is crucial

- In general, college students should limit their resumes to one page in length.
- Sentences should be bulleted and starting with action verbs. Periods are optional.
- The size of the paper your resume is on should be 8.5 x 11.
- Keep margins clean and consistent.

Format is key

- Use reverse chronological format when listing education, experiences, activities, etc.
- Be sure to have the identifying information at the top and center of the page. To emphasize your name, use a larger font size and bold the text.

Proofread, Proofread, Proofread

Give employers every reason to choose you by ensuring that your resume is clear of any punctuation or spelling errors. Have a friend proofread your resume. Then ask a professor, a career advisor, and someone working in your target industry to proofread it as well.

Do not forget the importance of a portfolio

If you are a candidate who has a portfolio showcasing your related project and accomplishments, be sure to submit that with your application. It can set you apart from other applicants and allow the employer to gain a stronger grasp on your skill set.

# 1 Brutus Buckeye

123 West 18th Ave, Columbus, Ohio 43210 | 614.123.4567 | buckeye.1@osu.edu

## 2 EDUCATION

**Bachelor of Science, Data Analytics**  
Minor in Computer Information Science  
The Ohio State University

Graduation: May 2018  
Cumulative GPA: 3.508

## PORTFOLIO

[Add LINK to an online portfolio]

## 5 EXPERIENCE

**Student Assistant, The Ohio State University, Translated Data Analytics Institute (Columbus, Ohio)**  
Oct. 2015- Present

- Created career materials for students in the data analytics major using analytical reports
- Assisted with execution of four special events for faculty, students, and staff across the university
- Provide administrative support for 2 senior directors and 3 staff members

**Business Analyst Intern, Zillow (Seattle, Washington)**

June 2016- Aug. 2016

- Identified new consumer-product engagement insights and new product ideas by analyzing user click stream data
- Defined and tracked essential business metrics for company executives and stakeholders
- AB tested product features to analyze the impact on product usage for millions of consumers
- Conducted analyses to understand changing trends amongst consumer preference and behavior

**Cashier and Floor Worker, Michael's Craft Stores (Cleveland, Ohio)**

Nov. 2013- April 2016

- Worked with customers and stocked inventory 10 hours a week while studying full-time

## 3 SKILLS & COURSEWORK

### Computer Skills

- Software: Microsoft Office Suite, SAS  
SPSS, Wordpress
- Programming: Proficient in C++, Java

### 4 Relevant Coursework

- Business Analytics Industry Cluster
- Market Research
- Software Engineering
- Data Structures using C++

## 6 Leadership & Accomplishments

Code that Cares, Campaign Co-Chair | AUGUST 2015 – PRESENT

- Raised \$350,000 for the event in six months

Big Data and Analytics Association, Business Liaison | AUGUST 2016 – PRESENT

- Recruited five new companies to become BDAA sponsors

## 7 Dean's List | 3 terms

Fisher College of Business Dean's Promise Scholarship | 2015