

Revamp Your Resume

Laurie Haskell-Woerner, MS
Career Advisor

Housekeeping

- This session is being recorded
- Participant audio is off
- Use Q&A feature or chat for questions

Agenda

- General Advice
- Section-by-section tips
 - Content
 - Formatting
- Creative resume styles
- Q&A

General Advice

Resume writing is both *art and science.*

A resume gets you an interview,
It does NOT get you a job!



How long, on average, will recruiters spend reading your resume?

As little as 6 seconds!*

**The Ladders eye tracking study*

In 6 seconds, recruiters see...

- Name
- Job titles/company names
- Job start/end dates
- Education
- Relevant keywords

[Source: The Ladders – Keeping an Eye on Recruiter Behavior](#)

Employers want to:

- Find out what you know - your skills and strengths
- Determine how fast you could get to work
- Understand why you are applying for this position, how does it make sense as a next step

Do you “fit”?

Your resume should be:

- Targeted
- Supportive of your “brand”
- Concise
- Accomplishment-driven
- Predictable

Your resume should not be:

- All inclusive of your entire career (a “CV”)
- A simple chronology of your jobs
- A list of all of your job responsibilities/tasks

Stale!

Resume Review: Content

Peder Connor Andersen

3249 18th Street
San Francisco, CA 00000
415.222.1548 | pcandersen@gmail.com
www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Education

University of California, Berkeley – Master of Information and Data Science 2015 (anticipated)
Part-time, two classes per semester; Relevant Courses include: Research Design & Applications for Data & Analysis, Exploring & Analyzing Data, Visualizing and Communicating Data

University of Wisconsin, Madison – Bachelor of Computer Science 2010

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- D3.js, Tableau
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline

San Francisco, CA

Data Analyst

2012 – present

- Work closely with various teams to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.
- Analyze large datasets and present findings in focused visualizations to provide strategic direction for business analysis team.
- Develop tools and reports that help users access and analyze data resulting in high revenues and margins and a better customer experience.
- Design and implement statistical / predictive models utilizing diverse sources of data to predict demand, risk, and price elasticity. Experience with creating ETL processes to source and link data.
- Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

Sharknado

San Francisco, CA

Software Engineer

2010 – 2012

- Coded, tested, debugged, implemented and documented apps using Java and Ruby.
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Projects

BreathRight, UC Berkeley MIDS Team Project, *Data Analyst* 2014

- Analyzed Bay Area air quality data to create interactive data visualization for individuals and communities concerned with neighborhood air pollution.

ChemSafe, UC Berkeley MIDS Team Project, *Data Analyst and Backend Developer* 2014

- Created chemical management and hazardous waste disposal tracking system for UC Berkeley Environmental Protection team. Integrated data from multiple sources, including third-party MSDS system, Campus Hazardous Waste Facility, Campus laboratories, and approved outside vendors.

Required Sections:

- Name
- Contact Information
- Education
- Professional Experience

Recommended:

- Skills / Tools
- Professional Profile
- Projects

Optional:

- Honors / Awards
- Publications
- Patents

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Contact info:

Recommended:

- City/state (and country if applying for jobs in another country)
- Phone
- Email
- LinkedIn
- Website/portfolio

Optional:

- Street address
- Zip code

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Professional Profile:

- Recommended, but not required
- “Sets the stage” & introduces your brand
- Helpful for career changers
- Don’t be redundant of your experience section
- Keep it brief: 2 - 4 sentences
- Usually written in implied first person (no personal pronouns)

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Education:

- Undergrad, grad, relevant non-degree coursework
- Position near the top if: you are in school, recently graduated, or MIDS is pivotal to your target job
- May include list of relevant courses
- Don't need to list full attendance dates or include months (keep it consistent)
- Note future graduation date as "anticipated"

University Name	
Yes	No
University of California, Berkeley <i>(with a comma)</i>	University of California at Berkeley <i>(no 'at')</i>
UC Berkeley <i>(with a space)</i>	University of California – Berkeley or UC-Berkeley <i>(no hyphen)</i>
	U.C. Berkeley <i>(no periods)</i>

Degree Name	
Yes	No
Master of Information and Data Science <i>(‘Master’ is singular, non-possessive; use ‘of’ not ‘in’; capitalize when writing the full degree name)</i>	Master of Data Science
	M.A. (or master of arts) or M.S. (or master of science) in...

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Skills & Tools:

- Highly recommended
- Technical skills only
- Tailor this to the job!
- Use descriptors carefully (“advanced”, “proficient”, etc.) or not at all

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Experience:

- Keep it relevant, tailored
- Go back 10 years
- Can include internship / unpaid / volunteer
- Be sure to showcase YOU and not just the company / projects
- Start descriptions with action verbs; check verb tense
- Use relevant keywords
- Use consistent punctuation

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Experience:

- Describe your accomplishments: include why, how, who, impact/results/outcomes or skills used
- Quantify where applicable
- Showcase transferable skills
- Only include relevant details

Accomplishments

- Saved money/increased revenue
- Saved time/increased efficiency
- Improved a process, service, or product in a tangible or measurable way
- Reduced errors in a process
- Won award/recognition
- Completed project on schedule and on budget
- Completed project ahead of schedule and under budget
- Led team to success (describe success)
- Exceeded goals (describe how far you exceeded)
- Describe scale (“managed team of 10 analysts”; “managed projects with budgets up to \$5 million”)

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Projects:

- Highly recommended for career changers
- Great for showing off NEW skills / strengths
- Include project title, brief description, tools used, affiliation, date
- Be specific!
- For group projects, focus on YOUR role
- Position high or low on resume depending on relevance of your other content

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Core Competencies

Strategic Thinking: Able to influence the strategic direction of the company by identifying opportunities in large, rich data sets and creating and implementing data driven strategies that fuel growth including revenue and profits.

Modeling: Design and implement statistical / predictive models and cutting edge algorithms utilizing diverse sources of data to predict demand, risk and price elasticity. Experience with creating ETL processes to source and link data.

Analytics: Utilize analytical applications like SAS to identify trends and relationships between different pieces of data, draw appropriate conclusions and translate analytical findings into risk management and marketing strategies that drive value.

Drive Enhancements: Develop tools and reports that help users access and analyze data resulting in higher revenues and margins and a better customer experience.

Communications and Project Management: Capable of turning dry analysis into an exciting story that influences the direction of the business and communicating with diverse teams to take a project from start to finish. Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

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Experience

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2012 – present, Data Analyst

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Analyze large datasets to provide strategic direction to the company.

Perform quantitative analysis of product sales trends to recommend pricing decisions.

Conduct cost and benefit analysis on new ideas.

Assist in developing internal tools for data analysis.

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Work closely with various teams across the company to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.

Analyze large datasets to provide strategic direction to the company.

Perform quantitative analysis of product sales trends to recommend pricing decisions.

Conduct cost and benefit analysis on new ideas.

Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer

Coded, tested, debugged, implemented and documented apps using Java and Ruby.

Developed eCommerce solutions and social networking functionality.

Designed, developed and maintained eCommerce and social networking applications.

Built report interfaces and data feeds.

Gathered and collected information from various programs, analyzed time requirements and prepared documentation to change existing programs.

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Education

University of California, Berkeley – Master of Information and Data Science 2015 (anticipated)
Part-time, two classes per semester; Relevant Courses include: Research Design & Applications for Data & Analysis, Exploring & Analyzing Data, Visualizing and Communicating Data

University of Wisconsin, Madison – Bachelor of Computer Science 2010

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- D3.js, Tableau
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline **San Francisco, CA**
2012 – present
Data Analyst

- Work closely with various teams to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.
- Analyze large datasets and present findings in focused visualizations to provide strategic direction for business analysis team.
- Develop tools and reports that help users access and analyze data resulting in high revenues and margins and a better customer experience.
- Design and implement statistical / predictive models utilizing diverse sources of data to predict demand, risk, and price elasticity. Experience with creating ETL processes to source and link data.
- Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

Sharknado **San Francisco, CA**
2010 – 2012
Software Engineer

- Coded, tested, debugged, implemented and documented apps using Java and Ruby.
- Developed eCommerce solutions and social networking functionality, enhancing feature set and improving user experience.
- Designed, developed and maintained eCommerce and social networking applications.
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Projects

BreathRight, UC Berkeley MIDS Team Project, *Data Analyst* 2014

- Analyzed Bay Area air quality data to create interactive data visualization for individuals and communities concerned with neighborhood air pollution.

ChemSafe, UC Berkeley MIDS Team Project, *Data Analyst and Backend Developer* 2014

- Created chemical management and hazardous waste disposal tracking system for UC Berkeley Environmental Protection team. Integrated data from multiple sources, including third-party MSDS system, Campus Hazardous Waste Facility, Campus laboratories, and approved outside vendors.

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.1548 pcandersen@gmail.com www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Name: Make it large!
Suggested 18-24pt. font

Peder Connor Andersen

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San Francisco, CA 00000
415.222.1548 | pcandersen@gmail.com
www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

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Contact Info: Can be smaller font (9-11pt)

Peder Connor Andersen

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415.222.1548 | pcandersen@gmail.com
www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000

Professional Profile

A former Python and Java programmer who mine hidden gems located within large sets of structured data with a heavy dose of mathematics and applied statistics.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Analysis, Exploring & Analyzing Data, Visualizing and Communicating Data
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the success of data sets and creating and implementing complex models.
Modeling: Design and implement statistical models to predict demand, risk and price elasticity.
Analytics: Utilize analytical applications like Tableau to draw appropriate conclusions and translate data into value.

Drive Enhancements: Develop tools and reports that improve margins and a better customer experience.
Communications and Project Management: Communicate the direction of the business and communicate with product teams to develop and support our products.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript

Experience

Accelerated Pipeline, San Francisco, CA
2012 – present, Data Analyst
Work closely with various teams across the organization to analyze semi-structured, and unstructured data in order to provide strategic insights.

Peder Connor Andersen

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data with a heavy dose of mathematics and applied statistics.

Education

University of California, Berkeley – Master of Information Management
Part-time, two classes per semester; Relevant Course Exploring & Analyzing Data, Visualizing and Communicating Data
University of Wisconsin, Madison – Bachelor of Computer Science

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout

Experience

Accelerated Pipeline

Data Analyst

- Work closely with various teams to identify and so semi-structured, and unstructured data in a distributed manner.
- Analyze large datasets and present findings in focus for business analysis team.
- Develop tools and reports that help users access a better customer experience.
- Design and implement statistical / predictive models to predict demand, risk, and price elasticity. Experience with Tableau.
- Collaborate with product teams to develop and support ongoing analyses.

Sharknado

Software Engineer

- Coded, tested, debugged, implemented and documented features.
- Developed eCommerce solutions and social networking features to improve user experience.
- Designed, developed and maintained eCommerce solutions.
- Built report interfaces and data feeds to improve reporting.
- Gathered and collected information from various sources and prepared documentation to change existing programs.

Projects

BreathRight, UC Berkeley MIDS Team Project, *Data Analyst*

Headings:

- Guide the reader's eyes
- Make them stand out: use bold, larger font, caps, underline, section lines, and/or color

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.1548

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. A former Python and Java programmer with newly acquired skills in data science. A former Python and Java programmer with newly acquired skills in data science.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Applications for Data & Analytics, Data Science
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the business and communicating with diverse product teams to develop and support our internal data sets and creating and implementing data driven solutions.
Modeling: Design and implement statistical / predictive models to predict demand, risk and price elasticity. Experience with SAS, R, Python, and Tableau.
Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help improve business margins and a better customer experience.

Communications and Project Management: Capable of leading projects in the direction of the business and communicating with diverse product teams to develop and support our internal data sets and creating and implementing data driven solutions.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present Data Analyst

Work closely with various teams across the company to analyze and process semi-structured, and unstructured data in a distributed environment. Analyze large datasets to provide strategic direction to the business. Perform quantitative analysis of product sales trends to identify opportunities. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer

Coded, tested, debugged, implemented and documented features.

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skills, an insatiable intellectual curiosity, and the ability to analyze semi-structured and unstructured data. Able to leverage a variety of data visualization and a healthy sense of exploration.

and Data Science 2015 (anticipated)

Relevant Courses: Research Design & Applications for Data & Analytics, Data Science

University of Wisconsin, Madison 2010

- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

San Francisco, CA
2012 – present

Business challenges utilizing large structured, and unstructured data in a distributed processing environment.

Developed data visualizations to provide strategic direction to the business.

Analyze data resulting in high revenues and improved customer experience.

Integrating diverse sources of data to predict and optimize ETL processes to source and link data. Support internal data platform and to support business growth.

San Francisco, CA
2010 – 2012

Developed apps using Java and Ruby. Improved functionality, enhancing feature set and user experience.

Developed social networking applications. Improved capabilities. Analyzed time requirements and user behavior.

2014

Data visualization for individuals and organizations.

2014

Backend Developer

Dates:

- Consider where you place dates - right margin is preferred
- Months are not required
- Be consistent!

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.154

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data. Heavy dose of mathematics and applied statistics with a focus on data science.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Applications for Data Science
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the business and creating and implementing data driven strategies.
Modeling: Design and implement statistical / predictive models to analyze data to predict demand, risk and price elasticity. Experience with machine learning algorithms.
Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help improve margins and a better customer experience.

Communications and Project Management: Capable of leading the direction of the business and communicating with diverse teams and product teams to develop and support our internal data science initiatives.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst
Work closely with various teams across the company to analyze semi-structured, and unstructured data in a distributed system. Analyze large datasets to provide strategic direction to the business. Perform quantitative analysis of product sales trends to identify opportunities. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer
Coded, tested, debugged, implemented and documented software. Developed eCommerce solutions and social networking applications to improve user experience.

Peder Connor Andersen

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data. Heavy dose of mathematics and applied statistics with a focus on data science.

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Experience

Accelerated Pipeline

Data Analyst

- Work closely with various teams to identify and analyze semi-structured, and unstructured data in a distributed system.
- Analyze large datasets and present findings in form of reports for business analysis team.
- Develop tools and reports that help users access data to improve margins and a better customer experience.
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- Collaborate with product teams to develop and support ongoing analyses.

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Spacing:
White space is your friend, use it wisely

Example:

- 8-12pts before each heading (12)
- 3-6pts after each heading (6)
- 2-4pts between items in the section (3)

Peder Connor Andersen

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Professional Profile

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Sharknado, San Francisco, CA

2010 – 2012, Software Engineer
Coded, tested, debugged, implemented and documented various software solutions and social networking applications.

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- Develop tools and reports that help users access data and improve margins and a better customer experience.
- Design and implement statistical / predictive models to predict demand, risk, and price elasticity. Experience with various tools.
- Collaborate with product teams to develop and support our internal data science ongoing analyses.

Sharknado

Software Engineer

- Coded, tested, debugged, implemented and documented various software solutions and social networking applications.
- Designed, developed and maintained eCommerce applications.
- Built report interfaces and data feeds to improve user experience.
- Gathered and collected information from various sources and prepared documentation to change existing programs.

Bullets & Lists:

- Bullets help reader scan effectively
- Try columns for short lists

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Accelerated Pipeline **San Francisco, CA**
Data Analyst 2012 – present

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- Develop tools and reports that help users access and analyze data resulting in high revenues and margins and a better customer experience.
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• Created chemical management and hazardous waste disposal tracking system for UC Berkeley Environmental Protection team. Integrated data from multiple sources, including third-party MSDS system, Campus Hazardous Waste Facility, Campus laboratories, and approved outside vendors.

General Format Tips:

- **Length:** 1 page unless 10+ years of experience
- **Margins:** 0.25 – 1”
- **Format:** pdf
- **Color:** tasteful, be sure prints well in black & white
- **Font size:** 10-12 pt
- **Language:** write in implied first person, pay attention to tenses
- **Typos/errors:** none-proofread! Watch your capitalization!

Creative Resumes

- Creative styles *may* help showcase your talents, add visual interest
- Less is more - graphics shouldn't overshadow content
- Experiment w/ fonts, colors, and layouts before adding graphics
- Be careful of using graphs that display skill level as comparisons
- Get a second opinion, don't get personally attached to the design
- Make sure it is easy to read and comprehend – too many visual elements can overwhelm the reader
- Online portfolio or website may be a better place to demonstrate creativity

These might be OK....

MADISON GEORGE

M/G

WEB DESIGNER

EXPERTISE

✓

- USER INTERFACE
- LAYOUT DESIGN
- INFO ARCHITECTURE
- CONTENT MANAGEMENT
- FRONT END DESIGN

TECH SKILLS

①

- DRUPAL
- WORDPRESS
- HTML/CMS
- MAC OSX

PROFILE

②

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia Curae; Pellentesque id justo erat. Vivamus at tellus orci. Nulla orci enim, mollis id eros et, sodales lacinia leo donec id tincidunt.

EXPERIENCE

③

POSITION TITLE HERE COMPANY NAME HERE

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- Phasellus id urna nisi. Nam nec tellus bibendum, placerat elit id, commodo lorem vitae gravida tortor a ullamcorper id sagittis
- Sed sit amet fells sollicitudin metus placerat fermentum vitae id nullam porttitor fells efficitur des odio suspendisse condimentum dolor.

POSITION TITLE HERE COMPANY NAME HERE

JAN 2009 - DEC 2010 Integer efficitur des odio in gravida ullamcorper fermentum suspendisse condimentum dolor nisi a ullamcorper id sagittis elementum. Phasellus vitae gravida tortor, at consectetur lorem.

- Phasellus id urna nisi. Nam nec tellus bibendum, placerat elit id, commodo lorem vitae gravida tortor a ullamcorper id sagittis
- Sed sit amet fells sollicitudin metus placerat fermentum vitae id nullam porttitor fells efficitur des odio suspendisse condimentum dolor.

EDUCATION

④

MASTER OF DIGITAL ARTS NEW YORK UNIVERSITY

SEP 2012 - JUNE 2014 Integer efficitur odio gravida des nisi ullamcorp fermentum suspendisse in blandit ac nisi vel dignissim id sagittis.

BACHELOR OF ARTS NEW YORK UNIVERSITY

SEP 2008 - JUNE 2012 Integer efficitur odio gravida des nisi ullamcorp fermentum suspendisse in blandit ac nisi vel dignissim id sagittis.

WWW.YOURWEBSITE.COM | 315.555.1234
HELLO@YOURWEBSITE.COM | LINKEDIN.COM/YOURNAME

HELENA MURAKAMI

SALES MANAGER

123 STREET NAME, CITY

CONTACT@DDOMAIN.COM

12 345 678 9000

WWW.YOURLINK.COM

EDUCATION

ENTER YOUR DEGREE/MAJOR
New York University
2004 - 2006

ENTER YOUR DEGREE/MAJOR
New York University
2004 - 2006

PROFESSIONAL SKILLS

PROJECT DESIGN / PRODUCT PLACEMENT / CONTENT MANAGEMENT / LAYOUT DESIGN / PUBLIC RELATIONS / PHOTOGRAPHY / ENTER YOUR SKILL / ENTER YOUR SKILL / ENTER YOUR SKILLS

TECHNICAL SKILLS

- PHOTOSHOP
- MICROSOFT WORD
- INDESIGN
- POWERPOINT
- PC + MAC SYSTEMS

PROFESSIONAL EXPERIENCE

ENTER JOB POSITION HERE
Company / Location / 2010 - Present

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- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!

ENTER JOB POSITION HERE
Company / Location / 2010 - Present

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- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
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- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!

ENTER JOB POSITION HERE
Company / Location / 2010 - Present

Anulismi por incididunt ut labore et dolore magnanatas aliqua. Ut enim ad minim veniam, quis nostrud exelk rcitation ullamco laboris nisi ut aliquip ex ea comm odo consequat. Duis aute Irurement dolor in reprehenderit Ini voluptate velit esslo

- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!
- Loren Ipsun dolor sit amet mana san cosmos lapidis sumission solomito!

But
don't do
this!

HI! I AM...

ANTONY SMITH

PERSONAL DETAILS

EMPLOYMENT HISTORY

EDUCATION

PERSONAL SKILLS

TECHNICAL SKILLS

GET IN TOUCH

NATIONALITY: United States
LOCATION: Florida
BIRTHDAY: 8 March 1985 (26)
EDUCATION: Major in Graphic Design
EXPERIENCE: 6 Years
AVAILABILITY: 8 Part time

GRAPHIC DESIGNER 2005 - 2007
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

CREATIVE DIRECTOR 2007 - 2009
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

HIGH SCHOOL
Lorem Ipsum Dolor sit Amet, Consectetur
May 2004, GPA 1.5

UNIVERSITY
Lorem Ipsum Dolor sit Amet, Consectetur
May 2004, GPA 1.5

PHOTOSHOP ★★★★★
ILLUSTRATOR ★★★★★
INDESIGN ★★★★★
FLASH ★★★★★
DREAMWEAVER ★★★★★
XHTML / CSS ★★★★★
JAVASCRIPT ★★★★★

SOCIAL COMMITMENT ★★★★★
ORGANIZATION ★★★★★
CREATIVITY ★★★★★
COMMUNICATION ★★★★★
TEAMWORK ★★★★★

PHONE: +00 012 3456 7984
EMAIL: johnsmith@mail.com
WEBSITE: http://www.johnsmith.com
FACEBOOK: http://fb.com/johnsmith

Final Thoughts

YOU do the work... **so the reader doesn't have to!**

- Be careful with industry jargon and acronyms
- Be concise and targeted
- Use the employer's words (read job postings)
- Find a balance between uniqueness and predictability
- Remember – you may only get 6 seconds!

**Make it easy for the reader to
understand your strengths and
what is unique about you!**

Resources

Career Advising:

<https://www.ischool.berkeley.edu/careers/students/advising>

Resume Review:

<https://www.ischool.berkeley.edu/careers/students/resumereview>

Resume Resources & Template:

<https://www.ischool.berkeley.edu/careers/students/guides#resumes>

Webinar Recording & Slides:

<https://www.ischool.berkeley.edu/events/2020/revamp-your-resume-3>

Resume Book Submission:

<https://www.ischool.berkeley.edu/careers/students/resume-book>

Contact:

lhaskellwoerner@berkeley.edu

Resume Book

- Three scheduled distributions per year (Jan, May, Sept)
- Resumes expire after 6 months; resubmit as often as you'd like
- Requirements
 - Format: PDF
 - Length: 1 or 2 pages max
 - File size: 600 kB or smaller
- Recommendations
 - Submit after completing MIDS core courses (W201, W203, W205, W207) unless you have prior data-related experience
- NEW feature!
 - Check box for those seeking a senior management or leadership role (director or executive level) in data science

Next deadline: January 25, 2021 (submit for **review** by January 4, 2021)

Submit at: <https://www.ischool.berkeley.edu/careers/students/resume-book>