Building a Resume for 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. To create one that is polished, professional, and relevant—and will help you stand out from other applicants—be sure to focus on what employers most want to know.

Contact information. Feature this prominently so employers can easily reach you, including:

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

Education. List details about your education in reverse chronological order, with the most recent or current item first. Be sure to include:

- University and location
- Degree(s)
- Major(s) and minor(s)
- Expected graduation month and year
- GPA (cumulative GPA is recommended, or you can include your major GPA, which is listed on your degree audit)

Pertinent skills. Technology, software, and analytical skills are the top three skills considered desirable by employers in the data analytics field. Include software packages you have used inside the classroom, as part of a project for a student organization, for prior employment, or in independent research. If the job requires a specific technological skill set that you have, be sure to include those skills and types of knowledge on your resume. Only list skills that you actually have and can speak to knowledgeably in an interview.

Most employers today assume that applicants for data science or analytics roles know how to use Microsoft software; list "Microsoft Office Suite" instead of individual components, then use the extra space to highlight what makes you stand out.

Include a language skill on your resume only if you speak it at an intermediate level and it is relevant to the position you are seeking.

Relevant coursework. Employers want to know that you have taken courses that provided you with transferable skills. When creating this part of your resume, highlight the courses that are the most relevant to the position for which you are applying. When possible, list advanced courses rather than introductory classes; however, if you have not yet completed advanced classes, it is acceptable to list the core courses for your degree that you have taken.

Applicable experience. This portion of your resume should include internship, research, tutoring, or jobs that have allowed you to gain knowledge, skills, and insights relevant to the position you are interested in. In this section of your resume, it is important that you provide specific information.

Employment information should 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. Begin each one with a verb and concentrate on areas related to the position you are seeking.

Tailor the descriptions of your experiences and duties so they highlight your results. Don't describe what you did, describe the value of your work to the company, e.g., logged incoming requests for 200+ clients, or 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.

THE OHIO STATE UNIVERSITY

TRANSLATIONAL DATA ANALYTICS

Employers hiring in data analytics will scan your resume for examples of how you have used analytics to advance a project. Have you done risk assessment for a company or developed a new software? List any relevant projects. Be sure to highlight leadership or creative experiences and any special projects you worked on or assisted with.

You do not have to list every position you have held. If you choose to include a job that is less relevant to the position for which you are applying, keep the description to one line. Use this opportunity to showcase the value of working while going to school ("worked as a server for 10 hours a week and enrolled in 18 credit hours").

Interests, activities, and leadership experiences. Recruiters are interested in well-rounded students who have assumed leadership roles and participated in other activities during their time as an undergraduate student. Showcase your accomplishments, gained skills, and knowledge in this section of your resume. It may be hard to choose which ones to include on your resume; a general rule of thumb is to list only those that are most relevant to the position for which you are applying. List a bullet point or two under each activity to show the value of your experiences and the impact you had on the organization.

Honors and awards. If there is room, use extra space to highlight pertinent honors and awards, like a prestigious scholarship or a "best poster" award.

KEY WORDS TO INCLUDE ON YOUR RESUME

Besides key words found in the job description, employers looking for data analytics talent frequently search for these keywords in resumes:

Analytics / Analysis	Employment
Business	Engineering
Clients	Finance
Computer Information	Knowledge
Communication	Management
Data / Database / Data Science	Research
Development	Software
	Team / Teamwork
	Technology

THINGS TO REMEMBER

Give the employer what they ask for. If the employer asks for both a resume and a cover letter, be sure to provide both. If you only provide one or none of the requested documents, chances are good you will not be chosen for an interview.

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

Sell yourself. Use your resume to spotlight accomplishments and experiences that are relevant to the position you are seeking. Use pertinent vocabulary, coursework, and experiences to underscore your suitability for the job.

A portfolio is important. If you have a portfolio that showcases your relevant work and accomplishments, be sure to submit that with your application. It can set you apart from other applicants and give the employer a stronger grasp of your skill set.

Formatting matters. Your resume and cover letter create a first impression of you for employers. Careful, consistent formatting signals that you know how to do things well.

- Use reverse chronological order when listing education, experiences, activities, etc.
- Position your identifying information at the top and make it a size or two larger and bolded to draw attention to your name.
- In general, college students should limit their resumes to one 8.5 x 11 page in length.
- Sentences should be bulleted and start with action verbs. Periods are optional.
- Keep margins clean and consistent.

Proofread, proofread, proofread. Give employers every reason to choose you by ensuring the punctuation, spelling, and grammar in your cover letter and resume are correct. Have a friend proofread them, then ask a professor, a career advisor, or someone working in your target industry to proofread them too.

For additional resources, visit careers.osu.edu. Industry professionals and recruiters who attend Big Data and Analytics Association meetings can be a great resource too.