Resume 101

Content and Format

Content

- Name, Number, Email
- Education
- Skills
- Experience
- Publications/Presentations
- Volunteering/Activities

Format

- Overall structure
- Clean font
- Attention to detail

Don't add your photo, address, date of birth - this not common practice in the US

Name, Number, Email

- These are the only required things on a resume
- You do not need to list your full address
  - If you are moving to a new city or want to move to a new city, you can put the city and state near your name - to indicate that this city is your preference for a job's location. Example: San Francisco, CA
  - Otherwise, it is not needed
- Make sure your email is professional, not cupcake@gmail.com
- If you not a US citizen and are on a visa (with eligibility to work), list this

Education

- List your school, degree, month/year you graduated
  - You only need to list the ending month/year you graduate
- GPA is not needed, especially if you graduated more than 5 years ago
  - Unless you're using the resume to go into research or back to school, don't list GPA
  - Most employers will not "care" what your GPA is - it is rare that they ask
- If you received any academic awards, you can list these in your education section or you can create a separate Awards section
- You can also list relevant courses (relevant to the jobs you're applying to), in this section, but this is optional
  - If you graduated a couple of years ago, I would discourage adding courses

Skills

- Only list technical/hard skills, not soft skills
- Hard/technical skills can include software, coding language, general technical skills, or human languages
- Soft skills: communicative, time management, detail oriented
  - While these skills are necessary, resumes should only list hard skills
  - Your soft skills will be conveyed in how you write your resume, your interviews, etc

Experience

- This section is about listing your company, position, duration, and your duties
    - Listing the city of the position is not necessary, but if the jobs were not all in the same city, listing the cities could be helpful
    - List your time like March 2017 - June 2019 or March 2017 - Present
- How to write a bullet point
    - Action verb + description + result/why
    - Example 1:
        - Managed customer orders by communicating with 500+ vendors and customers - resulting in the largest sales channel at Timbuk2 of $9.1 million
    - Example 2
        - Utilized Salesforce Suite, Salespad, and Tableau to log leads, revenue, track trends, average margin, and Year To Date growth

Experience

- Try to add in numbers - quantifying experience is good
  - People like seeing numbers
- Focus on what you did - not what the company does
  - You do not need to write a summary about what the company does. Your resume is about you not the company
- Do not put a period at the end of the bullet point
  - These aren't "sentences" so no need for a period
- If a job is more than 10 years old, no need to put it on your resume
  - Focus on more recent experience

Presentations/Publications

- If you have presented or had publications, it is okay to list 2-3 of them
- You can include where you presented (title of the conference) or published and the month/year
- If you have a link to the exact project, it is okay to link it

Volunteering

- If you have been volunteering for an extended period of time, then it is okay to put on a resume
- If your activity has a certificate or something quantifiable, list it
  - Do not list it as "hiking" - "hiking" is a hobby not volunteering
- Examples 1 and 2

Activities
De-Stress with Dogs   Jan – May 2018
Volunteer Dog Watcher
- Volunteered 2-3 hours a week to decrease stress of students at UC Berkeley

Activities
- Achieved Grade VI for Electric Guitar & Grade V for Acoustic at College of Trinity, London
- Received Grade A in Mountaineering Course at ABVIMAS and Rank 1 at Skiing Course, IISM

Format

- Employers are looking at resumes for 10-15 seconds, so first impressions and how a resume look matters
- Make sure the presentation is clean, same font and size, check grammar
- Make sure you are consistent in how your format/structure titles, positions, and dates
- **Do not put a picture of yourself on the resume**
- Do not add graphics or logos of companies
- There are numerous websites that have downloadable templates. If you use one, just be sure that it's clean and simple
- Resumes take time to work on and numerous drafts

NAME

714.555.5555
email@email.com

EDUCATION

Loyola Academy Chicago | August 2012 - May 2016
National Honors Society and 4.0 GPA
Leader of RAKies, Diversity Club and Junior Student Council

University of California, Berkeley | August 2016 - May 2020
Double Major: Business Administration and Cognitive Science
3.53 GPA
Courses: Undergraduate Business Administration, Macro and Micro Economics, Probability and Statistics, Calculus, Computer Science (Python, Scheme, SQL), Rubix Cube

EXPERIENCE

UC Berkeley | Women's Division I Student-Athlete – Berkeley, CA   August 2016 - Present
- Dedicated 20-30 hours per week to team meetings, conditioning, nutrition, travel, practice to prepare for elite, Division I competition
- Contributed to 2017 Academic All American Award

InstaViser | Golden Ties Campus Ambassador – San Francisco, CA   March 2018 - Present
- Increased student-athlete engagement on the Golden Ties Adviser network through engaging, informative presentations to teams and Coaches to acquire more users
- Conducted monthly engagement reports for the InstaViser team to summarize student engagement
- Supported and provided InstaViser team with brand engagement and marketing efforts on campus

Student Athlete Business Network | VP Social Media – Berkeley, CA   February 2018 - Present
- Advertised weekly meeting information on social media platforms Instagram and Facebook
- Designed visuals for social media accounts and engaging stories on a daily basis
- Analyzed data outreach through Instagram business tools and adjusted marketing techniques as needed

Athletic Study Center | Introduction to Economics and Nutritional Science Tutor – Berkeley, CA   May 2017 - Present
- Organized and managed meeting bi-weekly with students to ensure progress and success in school
- Cultivated a constructive, collaborative learning environment to inspire innovative learning techniques
- Revised teaching methods dependent on the student's learning strategy to develop a productive relationship

Cal Calling Center | Alumni Outreach/Fundraiser – Berkeley, CA   June 2016 - August 2017
- Networked and built relationships with alumni to inform them of the beneficial programs that The Cal Fund provides
- Delivered effective sales pitches to continue recipient engagement to continue to provide funding

McCaffery Interests | Intern – Chicago, IL   May 2017 - June 2017
- Provided Head Marketing Chair with comprehensive Prezi presentations for Fulton Market clients and aided in the development and implementation of the Bloomingdale Project 2018
- Compiled invoices on behalf of the Finance and Accounting Department to assist with budgets
- Attended to any administrative and logistics needs through scheduling, greeting visitors, and customer service

NUUN | Hydration Specialist/Brand Marketing Ambassador – Chicago, IL   June 2016 - August 2016
- Collaborated with sales and development sectors to create platforms for consumer awareness
- Delivered marketing pitches and sales techniques to potential consumers

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NAME

name.github.io
714.555.555
name@mg.thedataincubator.com
Qualify for OPT Visa

TECHNICAL SKILLS

Data Science: Data Mining (Pandas), Data Visualization (Plotly, Bokeh, Google Charts), Machine and Deep Learning, Image Processing (OpenCV), Natural Language Processing (NLTK), Time Series Forecasting (Prophet)

Machine Learning Algorithms: Support Vector Machine, Random Forest (Scikit-learn), Gradient Boosting Decision Tree (LightGBM), Neural Networks (TensorFlow, Keras, PyTorch), Latent Semantic Analysis, ARIMA

Data Engineering: SQL (MySQL, PostgreSQL), Apache Spark (PySpark), RESTful API Implementation (Django), GUI Programming (TKinter), Web Scrapping (BeautifulSoup, Selenium), Web Application (Flask, Dash)

Languages and Platforms: Python, C/C++, Git, HTML, CSS, JavaScript, Google Cloud, Docker, AWS, Heroku

EDUCATION

Ph.D. | Materials Science and Engineering   Aug. 2019
- Northwestern University (NU), Evanston, IL

B.S. | Physics   July 2013
- Nanjing University (NJU), Nanjing, China

EXPERIENCE

Research Assistant | Northwestern University   Sep. 2013 – Aug. 2019
- Managed and maintained a MySQL database that stores computed physical and chemical properties for more than 600,000 materials (around 200 GB); created a Docker image to provide the community with an easy access to our database using python API based on Django
- Implemented a RESTful API for our database using Django rest-framework that allows stateless data delivery with features including pagination, sorting, filtering and authentication; designed a python API wrapper, available in PyPI, aiming to provide a straight-forward and pythonic querying method
- Trained regression machine learning models (LASSO, SVR, random-forest and boosting decision tree) to predict materials band gaps with around 20% relative RMSE using elemental-property-based attributes
- Investigated interplay of compositional and local atomic ordering on adsorption at a bimetallic surface alloy to search for optimal catalyst with high activity and low cost
- Generated computed materials data for greater than 500 different crystal structures and applied linear regression models to predict catalytic activity at alloyed surfaces with less than 5% relative RMSE

Fellow | The Data Incubator   June 2019 – Aug. 2019
- Explored the Divvy bike sharing system in Chicago and deployed an end-to-end product to predict daily bike demand at each Divvy station on a future date
- Applied time series forecasting using historical bike-trip data considering stationarity, seasonality, special events and historical Chicago weather; decreased the error by 50% compared with baseline model
- Developed a Live Station Status Monitor to visualize the trend of available bikes/docks at each station over the past week
- Built an ETL pipeline including extracting real-time data of Divvy bike station status using cron job scheduler, transforming JSON format into PostgreSQL and loading the data into Google Cloud database

PUBLICATIONS & PRESENTATIONS

Interface and Heterostructure Design in Polyelemental Nanoparticles | Science   2019
High-index Facet Nanoparticle-shape Regulation by Dealloying | Science   2019
High-throughput Hybrid-functional DFT Investigations on Materials Properties | APS   2018

Resume 1

Name

F-1 Student, Qualify for OPT | xxxxx@gmail.com | 714.555.5555

Education

The University of Texas at San Antonio (UTSA)   **May 2019**
Master of Science in Computer Science
- Courses: Cloud Computing, Computers and Network Security, Machine Learning, Introduction to Data Science, Database Management Systems, Algorithms, Data Structures

BMS College of Engineering, Bangalore, India   **May 2016**
Bachelor of Engineering in Information Science and Engineering

Technical Skills

Languages: Python, C, C++
Analytics Tools: Pandas, Matplotlib, SQL, NumPy, Scikit Learn

Experience

Graduate Research Assistant | UTSA   **Jan 2018 – Mar 2019**
- Email classification: Accumulated various email datasets which were used to train a Machine Learning classification model to classify emails as spam, legit and phishing
- Project HuddleUp: Gathered user generated data to rank popular factors amongst user by training Extra Trees Classifier Machine Learning Model
- Ushahidi Project: Collected various datasets to train a Machine Learning model on crowdsourced data to enable efficient identification of natural disasters

Graduate Research Assistant | Open Cloud Institute   **Jan 2017 – Dec 2017**
- Classification of Diabetes Data: Trained a k-Nearest Neighbors model using the Pima Indian Diabetes Dataset to determine the probability of person having a risk of diabetes in the future
- Face Emotion Recognition Project: Trained a Convolution Neural Network and used the tensorflow library to detect emotions with the FER dataset

Software Engineer | Clef Software   **June 2015 - June 2016**
- Researched Drone Software modules, including Ground Control Software and Flight Control Software, performed simulation using Pixhawk board, radio transmitter-receiver and Mission Planner Software to customize software
- Developed the company's website using Drupal to code and customize, leading to a user-friendly website

Projects

Network Based Classification of Breast Cancer Metastasis | UTSA   **June 2018 - March 2019**
- Analyzed 30 breast cancer gene-based datasets in Python and built models for different Classification algorithms to determine which algorithm performed better for each dataset
- Evaluated lung, breast, and cervical cancer datasets using T-tests and Supervised Machine Learning algorithms to determine accuracy and prediction of each cancer

HR Analytics | UTSA   **Aug 2018 - Dec 2018**
- Analyzed the company's attrition rates and trends using datasets from employee data set using kNN, Linear Regression and Random forest to understand why employees left the company

Implementation of Security Protocols in a Client-Server Model | UTSA   **Jan 2017 - May 2017**
- Created a client server model using Python to help clients access the server without breaking the confidentiality and integrity of the client information

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Resume 2

Amanda Minsky

714.555.5555 | xxxxxxx@gmail.com

Experience

USENIX | Development Assistant   **Feb 2020-Present**
- Delivered regular activity reports on sponsorship and conference statistics using Salesforce, G Suite, and Cvent
- Coordinated invoicing, collection of payments, receipt generation, and acknowledgment of donations from a variety of sponsors

The Data Incubator | Career Counselor and Program Manager   **Jul 2018-Sep 2019**
- Managed human resources and onboarding of new Oakland employees through Trinet and conducted interviews for local candidates
- Collaborated with Account Managers and Sales Representatives to consistently achieve monthly job placement quotas and monitored students' performance and metrics
- Established Online Pitch Night for virtual students and directed Oakland and Online Pitch Night
- Delivered career development lectures to 50+ students per cohort in person and online, edited resumes and cover letters, and trained students about interview strategies and techniques
- Created new curriculum and produced new programs for students to improve and enhance professional development

UC Berkeley | Student-Athlete Development Intern   **Sep 2017-Jun 2018**
- Coordinated programs and workshops for 850+ student-athletes representing 30 Division I sports, including Olympians and elite athletes
- Facilitated professional development programs and trainings, assisted with resume and cover letters, interview preparation, and networking strategies for student-athletes and staff

Grade Potential Tutoring | Tutor   **Oct 2013-Jun 2018**
- Conducted interviews to identify how students learn to provide the best instruction, created recommendations, and built strong relationships
- Developed action plans based on students', parents', and educators' academic goals
- Monitored, assessed, and remediated students' performance to improve grades and scores

US Sports Camps/Nike Sports Camps | Sport Specialist   **Jan 2016-Aug 2017**
- Trained customer service representatives to resolve customer questions and complaints
- Liaison for partner coaches and athletic departments to ensure camps operated effectively
- Utilized Adobe Photoshop and Indesign and MailChimp to market 200+ basketball, crew, gymnastics, and football camps including Nike Basketball Camps and Cal Sports Camps
- Established and managed Nike Crew Camps at Duke University and Steel City Rowing Club by negotiating camp partnerships

Leadership

Germany Close Up | American Staff   **Oct 2017**
- Recruited national and local organizations to market and sponsor LGBTQ* Jewish Fellowship
- Coordinated arrivals and departures from events, attended to logistical or personal needs of participants, and staffed the trip

Bend The Arc | Jeremiah Fellow   **Jan-Dec 2016**
- Learned leadership, organizing, and activism skills to promote economic and social justice
- Canvassed in San Francisco for the 2016 Presidential Election

Education

University of California, Irvine | BA in Psychology and Social Behavior   **Jun 2013**