

Welcome to My Data Career Coach

Your Guide to Building a Winning Tech Resume

Congratulations on taking the next step toward your tech/data career! This guide will help you select and customize the right resume with a proven template landing 6-figure roles, ensuring your experience and skills shine to get the attention of the hiring manager. Follow these steps to create a resume that not only stands out visually but also passes Applicant Tracking Systems (ATS) with ease.

How to Use This Template

1. **Edit and Personalize:** Replace placeholder text with your information, tailoring each section to match the data analyst roles you're targeting. The example provided serves as a guide to illustrate what strong content looks like.
2. **Focus on Results:** Use clear, action-oriented bullet points, emphasizing quantifiable results wherever possible. Incorporate the STAR method (Situation, Task, Action, Result) for structured storytelling or the Action-Result method for concise impact.
3. **Showcase Your Projects:** Include 2-3 key projects that demonstrate your skills. Use action verbs and link to online projects if available.

Why This Format Works

- **ATS-Friendly:** This simple, clean layout is designed to be easily readable by ATS systems, ensuring your resume doesn't get filtered out.
- **Hiring Manager Appeal:** The strategic use of color draws attention to key sections without overwhelming the reader, helping your resume stand out at a glance.

Important ATS Keywords to Include

Incorporate relevant keywords that align with the role you are targeting, such as:

- **Data Analyst:** SQL, Python, Tableau, Power BI, Excel, Data Cleaning, Data Modeling, Predictive Analytics, Forecasting, A/B Testing, Problem-Solving, Collaboration
- **Data Scientist:** Python, R, Machine Learning, TensorFlow, scikit-learn, Data Mining, Predictive Modeling, Neural Networks, AI, Statistical Analysis
- **Frontend Developer:** HTML, CSS, JavaScript, React, Bootstrap, Responsive Design, UX/UI, Accessibility, Problem-Solving, Collaboration
- **Backend Developer:** Python, Java, SQL, Node.js, Express.js, Django, Flask, APIs, Database Management, Scalability, Authentication
- **AI Engineer:** ML, Deep Learning, Neural Networks, Python, TensorFlow, PyTorch, NLP, Computer Vision, Cloud AI services (AWS/GCP/Azure), Model Deployment / MLOps
- **Product Manager:** Product strategy, Roadmap Development, Prioritization, Requirements Gathering, Go-to-market strategy, Cross-Functional Leadership, KPI Definition and Tracking.

Best of luck with your job search! If you need additional support, explore <https://mydatacareercoach.com>.

PROFESSIONAL TEMPLATE

[Full Name]

[Job title You are Targeting]

[City, State, Zip] • [LinkedIn Profile] • [Phone Number] • [Email Address] • [Portfolio Link]

PROFESSIONAL SUMMARY

Show employers why you're a great fit! Highlight your passion for front-end development, the most important **skills** aligning with the role, and relevant **experience**. No more than 2-3 short sentences.

EDUCATION

[Degree, Field of Study], [University Name], [Graduation Date]

Relevant Coursework: [Course 1], [Course 2], [Course 3]

GPA: [Optional if above 3.5]

[Certificate/Bootcamp Name], [Institution Name], [Completion Date]

Mention key skills and tools learned.

Highlight relevant coursework or bootcamp projects that demonstrate your software development capabilities.

SKILLS

- **Technical Skills/Concepts:** List the technical skills/concepts you are experienced/familiar with aligning to the role
- **Tools:** List the tools you have used aligning to the role
- **Soft Skills:** Add relevant soft skills to the role

PROJECTS

- Include 2-3 relevant front-end development **projects** that showcase your skills. Use one bullet point per project, if you have it hosted online hyperlink to it.
- Use one bullet point per project, starting with an **action verb** and specifying the **impact** or **result**. If hosted online, hyperlink to the project.
- Use action verbs and quantify achievements where possible.

WORK EXPERIENCE

[Company Name], [Internship/Job Title], [Location], [Dates]

- For each job experience entry, include 2 to 5 bullet points that showcase your **skills** and **achievements**. Start each bullet with a strong **action verb**, describe what you did, how you did it, and highlight the **result** or **impact**. Focus on skills that align with the job you're applying for.
- Choose one of the two formats below for this section and include quantifiable results:
- **STAR** method (structured storytelling), example: Built a dynamic website using React (Task) to improve user engagement (Situation), reducing bounce rates by 15% (Result).
- Or, use **action-result method** (concise impact): Example: Optimized website performance by refining JavaScript code, reducing page load time by 20%.

LEADERSHIP & ACTIVITIES

[Organization Name], [Role], [Location], [Dates]

Optional section to highlight relevant leadership roles, coding clubs and community involvement.

COMPLETED EXAMPLE: ENTRY-LEVEL DATA PROFESSIONAL

DATA COACH

Data Analyst

Denver, CO • [linkedin.com/in/datacoach](https://www.linkedin.com/in/datacoach) • (111) 111-1111 • datacoach@email.com • datacoachportfolio.com

PROFESSIONAL SUMMARY

Passionate Data Analyst with a strong foundation in **data analysis**, **forecasting models**, and **data visualization**. Proficient in **Python**, **SQL**, **Tableau**, and **Power BI** with practical experience from academic projects, **internships**, and **volunteering**. Driven to leverage **data insights** to drive **business decisions** and optimize **processes**.

EDUCATION

Bachelor of Science in Data Science, University of Iowa, May 2023

Relevant Coursework: Predictive Analytics, Machine Learning, Statistical Modeling

GPA: 3.8/4.0

SKILLS

- **Programming:** Python, SQL
- **Data Visualization:** Tableau, Power BI
- **Concepts:** Data Cleaning, Forecasting Models, Predictive Analytics, Data Storytelling
- **Soft Skills:** Collaboration, Problem-Solving, Critical Thinking

PROJECTS

- **Predicting Customer Churn:** Built a machine learning model in Python to predict customer churn, improving **retention by 15%**.
- **COVID-19 Analysis:** **Analyzed** COVID-19 datasets using **SQL** and **Tableau**, visualizing **trends** and **forecasts**.
- **Operational Efficiency Dashboard:** Developed an interactive **Tableau** dashboard for a logistics company, visualizing **delivery performance metrics** that identified delays and reduced **delivery times by 12%**, saving **\$50,000 annually**.

WORK EXPERIENCE

Capital One, Data Analyst Intern, McLean, VA, June 2022 – August 2022

- **Analyzed** transactional data using **Python** to identify patterns in customer spending, improving **risk assessment by 12%**.
- Built **SQL queries** to extract insights from large datasets, reducing **reporting time by 20%**.
- Created **Tableau dashboards** visualizing **KPIs** to support **executive decision-making**, enabling faster strategic responses.

The Food Bank, Data Analytics Volunteer, Iowa City, IA, January 2022 – May 2022

- Developed **forecasting models** using **Python** to predict food demand, improving **resource allocation by 18%**.
- **Cleaned** and **analyzed** donation data using **Excel** and **SQL** to identify seasonal patterns, **optimizing food supply management**.
- Presented **data-driven recommendations** that enhanced distribution processes and reduced waste.

LEADERSHIP & ACTIVITIES

University of Iowa, Chairwoman, Data Science Committee, Iowa City, IA, August 2021 – May 2023

- **Led** a team of **10 students** to organize **data hackathons** and analytics **workshops**, improving campus engagement and technical skill development.
- Collaborated with faculty to integrate **real-world data challenges** into the curriculum, bridging the gap between **theory** and **practice**.