

# Resume Building

## Session #3

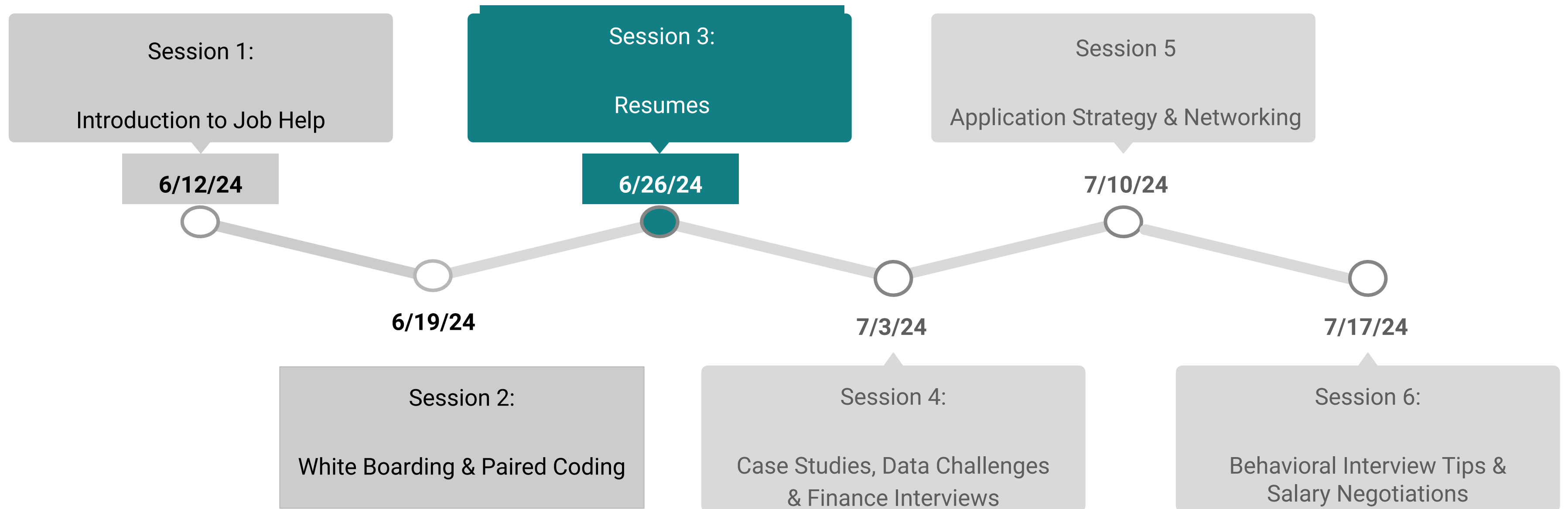
# Agenda

- **Our Team**
- **Job-Help: General Sessions “Overview”**
- **Resume Development**
- **Examples of Top Resumes**
- **Where to Apply & Corporate “Hit List”**
- **Next Steps: Assignment #1**

# Job Help - General

Wednesdays  
12-1 pm

## Sessions



# Our team

We are career coaches, advisors, and industry connectors who take an individualized approach to improve your ability to land a job and help you advance professionally.



**Amanda Perrin**  
Head of Industry  
Placement  
Co-Founder



**Suzanne Kovacs**  
Head of People  
and Sustainability



**Donnie Seidle**  
Career  
Development  
Advisor



**Jared Melendez**  
Career  
Development  
Advisor



**Carolynn Pickard**  
Career Development  
Advisor

# Career Advising: What You Will Gain...

- An **industry-facing resume**
- Tools and techniques to **navigate your job search**
- Identify your **target companies and positions**
- A polished “**elevator pitch**”
- Leverage and expand your **network**
- Common Interview Questions
- Industry Etiquette
- And much more....!



# Career Advisors

*Get to know your Advisor:*

- ☐ Meet
- ☐ Ask questions
- ☐ Seek Feedback
- ☐ Follow up & Inform
  
- ☐ Master the following:
  1. Job Help Page
  2. Erdős Resume Template
  3. Employment Fundamentals Workbook



# Resume Development

# Industry Resume vs. Academic CV

## Industry-Facing Resume

- **One page**  
[www.erdosinstitute.org/job-help](http://www.erdosinstitute.org/job-help)
- A Profile/Summary: Key facts about your professional experience, educational background, and skills; include only the information that is most relevant to a specific opportunity.

## Academic CV

- **Multiple pages**
- Details the full course of your career.
- Used for academic purposes (programs, grants, fellowships and research or teaching positions).
- Use as your “Master” to build a resume.



# Building Your Resume

1st thing to consider:

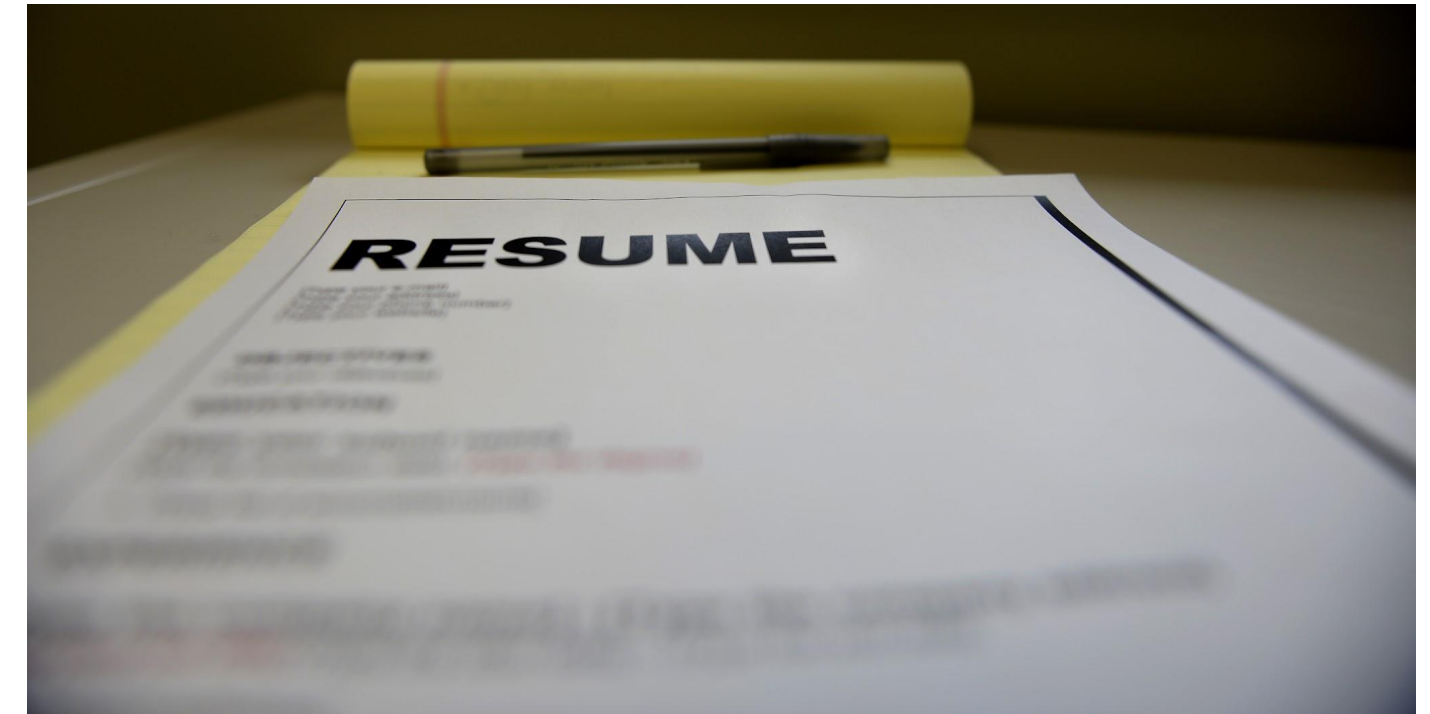
- Baseline Resume
  - Data Science Focus...?
  - FinTech Focus...?
  - Machine Learning Focus...?

2nd thing to consider:

- A data science resume (Example Resume Template) is our preferred style

3rd thing to consider:

- A fintech resume is drastically different in a few ways
  - 2 - page resume; add publications; add volunteer work; add academic achievements
  - (space out your writing)



# Resume Guidelines

- **Summary:** 2-3 sentences about your professional background, main areas of interest, and major skills.
  - This summary should align with the job description; bring in key words from the job description.

**First Name Last Name**

(123) 456-7891 | City, State | [Email Link](#) | [LinkedIn link](#) | [Github Link](#) | [Personal Webpage](#) (if applicable)

**SUMMARY** (Write in paragraph format; Font size 10; should be no more than 4 lines)

---

Sentence #1 = “Technical hook sentence.” Example: “Six year Mathematics PhD from Ohio State University, specializing in x, y, z.”

Sentence #2 = “Behavioral. Business potential.” Example: “I have work experience that directly relates towards my ability to perform under pressure, simplify complex problems to non-technical people, and I deliver on any task tossed my way.”

Sentence #3 = “Wants/Desires.” Example: “Seeking a position as a Data Scientist, Data Analyst, Machine Learning Engineer, etc.”

# Resume Guidelines

- **Skills** - *Check your grammar!*
  - Technical languages, packages, tools, and quantitative techniques in order of greatest to least proficient.

## **SKILLS & CERTIFICATIONS** (Hyperlink to Certifications)

---

- Languages & Platforms:
- Python Libraries:
- Machine Learning:
- Quantitative:
- Soft Skills:
- Certifications: The Erdős Institute [Data Science Boot Camp](#), ML Course, Artificial Intelligence

# Resume Guidelines

- **Experience:** chronological from most to least recent. Include research experience, professional industry experience, and teaching experience. Prioritize the most relevant as it relates to the Job.
  - The first bullet of each position held should be a short summary of what the position entailed.
    - What were your high-level responsibilities? What was the problem, action and result? P.A.R.
    - Use powerful action verbs (e.g., Created, Developed, Designed, Executed, etc.).
    - Identify the task, the action you took, and the results you produced (even better if you can quantify the results (e.g., increased optimization by 20%).

Example on next page...

## **LEADERSHIP EXPERIENCE** *(Use Bullet format; P.A.R = problem, action, result; what - how - impact; include measurable data)*

---

**Organization Name**

**2023 – 2023**

Title

- Action verb into a task/issue/problem that is enhanced by a technical skill to accomplish recommendation/solution/proposal
- For each year at company or in position, you should have a bullet; however do not go over 5 bullets per experience.

## **WORK EXPERIENCE** *(Use Bullet format; P.A.R = problem, action, result; what - how - impact; include measurable data)*

---

**Company Name: City, State**

**2023 - Present**

Title

- Action verb into a task/issue/problem that is enhanced by a technical skill to accomplish recommendation/solution/proposal

**The Erdős Institute: USA, Remote**

*(Fake Position and Information)*

**2021 - 2023**

People Analytics Supervisor

- Performed evaluation of ML systems using synthetic and empirical data to understand performance measures for growth.
- Implemented funnel analysis, resulting in a 14% reduction in labor costs and a 31% reduction in the drop-off rate.
- Cleaned multiple datasets, over 2GB, using pandas into a comprehensive dataset for analysis and anomaly detection.

**Ohio State University: Columbus, OH**

**2017 - 2021**

Research Assistant & Teaching Assistant

- Lectured in problem-solving sessions, and led discussions for over 560 students across 8 semesters. Subjects taught include Calculus I and College Algebra for Business.
- Developed course material and taught 2 undergraduate courses: Calculus, Finite Math
- Served as Teaching Assistant for 16 courses including Engineering Calculus, Complex Analysis, Differential Equations

# Resume Guidelines

- **Projects and/or Licences & Certifications**
  - List short term projects where you've applied **relevant skills**; include a project section.
  - Include **Erdős Institute Data Science Boot Camp** in the "Projects", "Experience", or "Licensing & Certificates"
  - Include a line or more about your **final bootcamp project with skills used and outcomes achieved. Mention the specific company if the challenge was sponsored.**

## **SELECTED PROJECTS** *(Use Paragraph format; place the goal of the project upfront; keep it less than 4-5 lines)*

---

### **Project Name - Affiliated Organization**

**Spring 2023**

- What is the project's focus? Was it successful? How did you complete the project? Include measurable information, to include: \$ money, % efficiencies (positive or negative), 00:00 time, or data measured. Do your best to sell your skills + market your project + show what you could provide to this company. [[LINK](#)], [[VIDEO](#)], [[SLIDES](#)]

### **Team 111: Roman Empire - The Erdős Institute** [[LINK](#)], [[VIDEO](#)], [[SLIDES](#)] *(This is a fake project...)*

**Fall 2023**

- My team's goal was to assess how many people in today's generation were affected by the Roman Empire from 27BC to AD476. We acquired data points from Wikipedia and surveyed over 1.7 Billion people across the globe using Ancestry. By implementing Python, we assessed a ~92.5% positive response rate for our current population that was impacted by the rule of the Roman Empire. Thus, proving our point that 7.4 billion people of today were impacted by this worldly event.

# Resume Guidelines

- **Education: School names should only be listed once.**
- If there is room, include Publications, Conferences/Presentations, or Relevant Training, **be selective.**
  - Prioritize experiences where you participated as a leader or speaker as opposed to a general member.
  - Link to your Google Scholar to give the reader full access to your publications so they can explore more.
  - You can create a website to display your profile, research, publications, etc. and link to it when necessary.

## EDUCATION

---

University Name, <i>Degree</i>	(GPA = 3.99)	<b>2023</b>
University Name, <i>Degree</i>	(GPA = 3.99)	<b>2023</b>
University Name, <i>Degree</i>	(GPA = 3.99)	<b>2023</b>

# Top Resume Examples...

(Job-Help>Program Content>#2>Sample

Resum

<First> <Last>

phone-number | email@gmail.com | [LinkedIn](#) | [Github](#)

## SUMMARY

Mathematics PhD at <university name>, with a minor in computational science and engineering, and experience as a quantitative research intern in finance. Used to working in collaborative environments as well as individually, and experienced in the design, implementation, and testing of sophisticated algorithms.

## SKILLS

- **Programming Languages/Packages:** Python, C/C++, HTML, CSS, Javascript, SQL, Pandas, Numpy, Scikit-learn, Tensorflow/Pytorch
- **Machine Learning:** Regression, Ridge/LASSO, K-clustering, PCA, random forests, XGBoost, Deep Learning, NLP
- **Quantitative:** Graph Theory, Probability, Statistics, Combinatorics, Data analysis, Optimization

## EXPERIENCE

<Financial Firm>: City, State June 2022 – Aug 2022  
*Quantitative Research Intern*

- Performed predictive modeling on time series exchange data to forecast future change in price of equities.
- Wrote python scripts to automate data processing for large-scale datasets (>50TB) and ran them in parallel over an Hadoop cluster to obtain a cleaned subset of data.
- Applied ML tools such as regression models and boosted decision tree models to the filtered trades to extract information, improve data quality and integrity, report anomalies, and predict price movement.

<University name>: Atlanta, Georgia Aug 2018 – present  
*Graduate Student Instructor/Teaching Assistant*

- Taught 3 semesters as a lead instructor and 7 semesters as a teaching assistant for various courses.
- Independently structured course syllabus and materials as instructor, including writing lectures, homework, exams, and materials for teaching assistants, and grading.
- Outstanding online TA award recipient in 2020.

## SELECTED PROJECT

**Graph Theory Proof-Verification Python Module** Sept 2022 - Jan 2023

- Created an >2000 line open source python module for proof discovery and verification, which fills in partially completed graphs based on specific structural assumptions ([github](#))
- Uses a varied array of algorithms to automate graph updates, including dynamic programming, a prefix tree based depth first search for finding subgraphs, and recursive methods for finding graph colorings.
- Module follows coding best practices, adheres to PEP8 conventions, and has extensive documentation.

**Toxic Language Detection in Subreddit Communities (Course group project)** Jan 2022 – Apr 2022

- Used reddit comment data pulled from the reddit API and processed it with a text classifier to create a weighted score for each subreddit community corresponding to its prevalence of toxic speech.
- Wrote scripts in python to extract reddit comment data from csv files, assign ratings to comments by passing to an API and writing the output to a dataframe, and distill the results into weighted subreddit scores.

**News Article Classification (Erdos Institute group project)** Sept 2022 - Dec 2022

- Designed a convolutional neural network in python with tensorflow to classify news articles into one of 12 categories based on title and short description and obtained 82% accuracy on holdout data.
- Performed careful data cleaning with lemmatization, removal of stop words, punctuation, duplicate entries, etc.

## LEADERSHIP

<Bicycle Cooperative name> 2019 – 2023  
*(Volunteer) Manager*

- Run the shop weekly on Tuesdays or Sundays, including fixing bikes and coordinating volunteers.
- Open and close the shop, ring up transactions, facilitate donations, and contribute to monthly e-board meetings.

## PUBLICATIONS

<Paper title 1> 2021  
Author 1, Author 2, Author 3 <[arxiv link](#)>

<Paper title 2> 2021  
Author1, Author 2, Author 3, Author 4 <[arxiv link](#)>

## EDUCATION

<University Name>, PhD Mathematics: 4.0 GPA 2023  
*Minor in Computational Science and Engineering*

<University Name>, B.S. Mathematics: 3.98 GPA 2018

NAME FIRST AND LAST

(+1) 555 555 5555 | State and City | email@gmail.com | [website.com](#) | [LinkedIn/name](#)

## PROFILE

Mathematics PhD with extensive research experience in applied mathematics including four publications; experience in algorithm development and testing using MATLAB, Python and R; proficient in predictive modeling and data analysis using machine learning and statistical methods.

## EDUCATION

The Ohio State University  
• PhD in Mathematics May 2020  
Thesis - Geometric Methods for Simplification and Comparison of Data Sets GPA - 3.93/4.0  
Graduate Minor in Computer Science May 2020  
• Erdős Institute Code Bootcamp in Python and R May 2018  
• Master of Science in Mathematics December 2017  
**Indian Institute of Science Education and Research Mohali** August 2009 - May 2014  
Integrated Bachelor of Science - Master of Science in Mathematics GPA - 9.0/10.0

## RESEARCH AND TEACHING EXPERIENCE

- Developed a new method for approximating a large data set with a smaller data set and obtained the first theoretical guarantees for the Farthest Point Sampling method. [[LINK GOES HERE](#)]
- Developed a new method for compressing a data set, an algorithm for computing the compressed data set and a method for recovering the original data set.
- Developed a new clustering method and applied it to the MNIST Data set, achieved an accuracy of 92.7%. • Developed statistical methods using the programming language R for predicting Paediatric Obstructive Sleep Apnea (OSA) severity using time series data from Polysomnography tests of OSA patients [[LINK GOES HERE](#)].
- Analyzed the US Accidents data set available on Kaggle; cleaned the data set and predicted accident severity from several other parameters using Regression, k-Nearest Neighbors and Decision Trees.

## Teaching Experience

- Mentored an undergraduate student on computing distances between n-dimensional spheres and obtained new results.
- Teaching Assistant for Calculus I, II and III for freshman and sophomore undergraduate students.
- Delivered research talks at SoCG 2018 (Budapest, Hungary), SoCG 2019 (Portland OR), WinCompTop 2019 (Canberra, Australia), GDA 2019 (Chicago IL), GTMDAML 2019 (Columbus OH), Applied Math Seminar (MSU, Lansing MI).

## TECHNICAL SKILLS

MATLAB, Python, R (Beginner), numpy, pandas, PyTorch, scikit-learn, matplotlib, HTML, CSS, MS Excel, MS Word, MS Powerpoint, AWS(Basic)

## ORGANIZATION AND LEADERSHIP EXPERIENCE

- Led the organization of the *Topology and Geometry Graduate Student Seminar*, responsibilities included deciding speakers and talks, preparing the seminar schedule and budget plan.
- Co-organized the *First Midwest Graduate Student Conference: Geometry and Topology meet Data analysis and Machine learning*, responsible for selecting speakers, preparing conference schedule, chairing conference sessions etc.
- One of the two students selected among a 100 graduate students to be a member of the Graduate Studies Committee.
- Sub-reviewer for international conferences SODA 2020, ICALP 2018, SODA 2018.

## PUBLICATIONS

- NAME TITLE CITATION. [[LINK GOES HERE](#)].
- NAME TITLE CITATION. [[LINK GOES HERE](#)].

## ACADEMIC ACHIEVEMENTS

Graduate Research Fellowship, Department of Mathematics, OSU Spring 2017, Fall 2018, Spring 2019  
Innovation in Science and Pursuit for Inspired Research (INSPIRE) Fellowship August 2009 - May 2014  
All India Rank 3 in Graduate Aptitude Test in Engineering (GATE) Mathematics January 2014  
All India Rank 15 in National Eligibility Test (NET) for Mathematics December 2013  
Indian Academy of Sciences Summer Research Fellowship May - July 2012



# What Are Hiring Managers Looking

## For?

### Aptitude

- Fit to the Job Description

### Personality

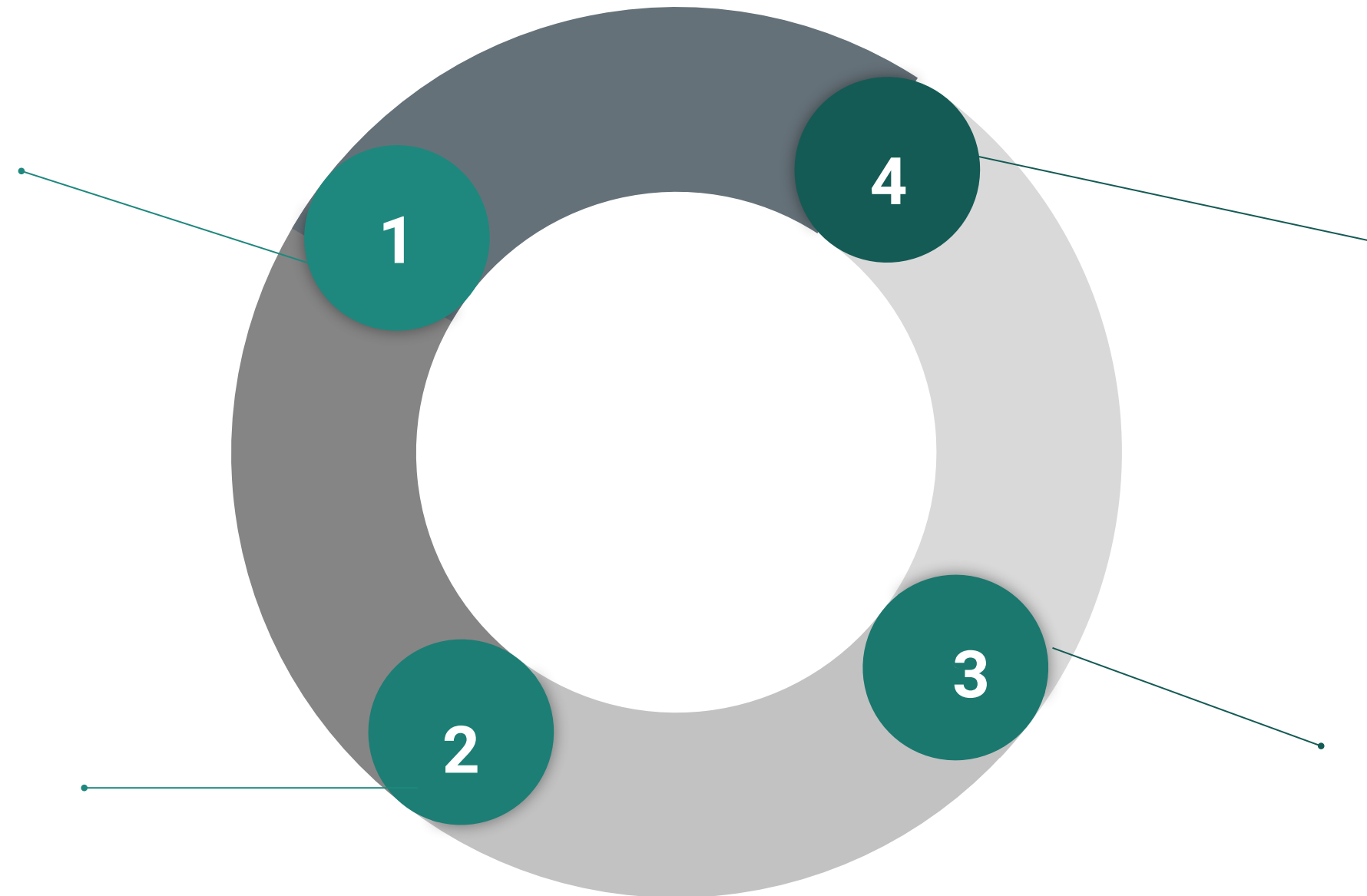
- Teamwork, leadership

### Your Value to their Company & Job

- What will you bring to them (Profile Statement)

### Impact

- Experience, transferable skills



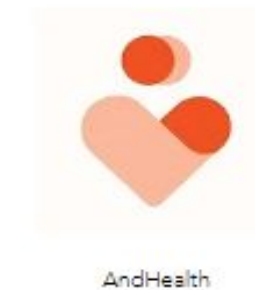
# Our Partner Companies

Building a Corporate “Hit List”

# Apply to Open Positions at Our Partner Companies

- These Companies are interested in you!
- They help support our Boot Camp and provide great opportunities for our talent pool.
- Check out their job postings!

## HIRING & STRATEGIC PARTNERS



# Expand Your List of Target Companies

- **WHAT DO YOU LOVE?** What jobs have you enjoyed in the past? Think about what you find exciting, interesting, or fulfilling. What are you curious about?
- **WHAT ARE YOU GOOD AT?** What are you learning in your PhD program or PostDoc position? Think of the skills that set you apart. Is there a skill/hobby or competition you've participated in?
- **WHAT CAN YOU BE PAID FOR?** What does the market need and who is hiring? Who looks like you and where did they end up?
- **WHERE DO YOU WANT TO LIVE?** Do you have any geographic preferences or restrictions? Are you open to relocation? If a company has multiple locations, are you open to various markets?
- **DO YOU REQUIRE A VISA?** Can this company sponsor you? When does your visa expire? When do you need to begin the application process?

# Am I a Good Fit?

- ❑ **Job Requirements, Skills and Qualifications** - Which do you have and need?
- ❑ **Research and Search** - How have others made the transition?
- ❑ Focus on **what you can do, and what you've done**: *Relevant* examples of skills.
- ❑ Look at the broader **strategy of the organization** - Why does it matter to you?
- ❑ How you can **help the organization**? What skills do you have that they need?
- ❑ **Research** the company and their latest press releases. Demonstrate your knowledge and enthusiasm by identifying relevant points and how you can apply your skills.
- ❑ As you create a target list of jobs, **use their keywords** to mirror.

# Additional Considerations

- Consider ways to differentiate yourself as an applicant.
- Is your “target job” practical for you at this time? **Should you broaden your search for “right now” vs. “right”?**
- What is your timeline? (This is especially important if you need visa sponsorship or are currently in a contracted role.)
- **Technical assessment requires significant preparation - Attend the Technical Interviewing Workshops.**
- Allocate appropriate time to **learn about companies prior to interviewing.**

# On-the-Market Checklist

## 6+ months out:

- Follow Guidance in the “**Employment Fundamentals Workbook**” (Located On the Job-Help Page)
- Create a one page **resume**, upload it to your Member Profile.
- Schedule **1:1 with a career advisor** via Calendly.
- Familiarize yourself with the corporate partners and openings
- Attend our i2i seminars to engage in conversations with alumni in companies.
- Apply to partner companies and jobs online to have low-stake interview practice.
- Track your progress through your personal progress journal and share updates with advisor.
- Practice with advisors and peers for behavioral and technical interviewing.

## Less than 3 months out:

- Upload and finalize your resume.
- Apply to Partner Companies.
- Refine & Add open roles to your target list.
- Add to personal progress journal.
- Articulate “Why are you a good fit for this role”.
- Refine your “Profile” “Summary” “Elevator Pitch” and have it handy to share with us and your network.
- Regularly check our LinkedIn job board.

# Assignment #1: *Before we meet again for Session #3, on June 26th:*

1. Create your Profile Summary / **Mini-Bio** Statement and add to your Erdős Profile Page. ✓
2. Develop your **LinkedIn** profile and add URL to your Erdős Profile Page. ✓
3. Start drafting a one page **Resume** (My Profile → Job Help) and upload to your Erdős Profile Page. ✓
  - ❑ Resume Template and Example Resumes in Program Content Section
  - ❑ We will cover resumes in more detail in Session #3
  - ❑ Once the draft is done, connect with your Erdős Career Development Advisor for Resume Review.
4. Set a meeting with your Advisor to review your Resume/LinkedIn Profile, or to answer any questions.



# In Closing.. what we covered today

## 1. Behavioral Interview Review:

- ❑ Start drafting a one page **Resume** (My Profile>>Job Help) and upload to your Erdős Profile Page.
- ❑ Resume Development
  - ❑ Summary - Skills - Experience - Projects - Education
  - ❑ Baseline Resume - Data Science vs. FinTech (They're Different)
- ❑ Resume Erdős Template and Example Resumes in Program Content Section
- ❑ Corporate Partners - Apply to all or a few... they are expecting your exceptional resumes!
- ❑ Connect with your Erdős Career Development Advisor for Resume Review.

# Questions?



# Resources:

- Employment Fundamentals Workbook - Job Help Page>Download.
- Job Help - Sample Resumes
  - [https://drive.google.com/drive/folders/1Fh9p6uz49GBF259D\\_GR\\_A\\_SglFTToGqMa?usp=sharing](https://drive.google.com/drive/folders/1Fh9p6uz49GBF259D_GR_A_SglFTToGqMa?usp=sharing)
- Online Resume Review Tools
  - 185 Powerful Action Verbs For Your Resume: Click [HERE](#) to see the list.
    - <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>
  - What Hiring Managers Want to Know: Click [HERE](#) to watch the video.
    - <https://www.youtube.com/watch?v=RTvYvZ9VHDc&t=19s>

