

Below is an example of a [job announcement](#). Your resume should address the qualifications and requirements for the position in the Skills/Qualifications section.

Job title: Data Scientist

Job Type: Full Time

Location: Department of Education and Early Learning – Seattle Municipal Tower

The DEEL works to ensure the children of Seattle have the best opportunity to succeed in school and graduate ready for college and a career. We are looking for highly-motivated individual with a strong work ethic and a desire for continuous learning and improvement.

**Job tasks include, but are not limited to:**

- Conducting statistical analyses and presenting results to inform discussions decision-making regarding the City's education programs
- Developing statistical methods to analyze school and preschool providers' performance outcomes
- Displaying complex data and information in a simple, understandable visual format
- Participating in ongoing professional development to ensure research methods and models conform to standards for academic research and current research trends

**Qualifications:**

**Required:**

- Bachelor's degree in math, computer science, business administration or related field
- Experience in statistics, data science, systems, operations, performance management, research and/or policy
- Ability to pass criminal background and education check

**Desired:**

- Knowledge in advanced statistical modeling, quantitative research design and methods, and basic psychometrics methods and terms
- Computer programming skills as they apply to statistical analysis, generating reports, or creating data visualizations
- Strong data communication, report writing and presentation skills with ability to communicate technical information to non-technical audiences

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

**Joshua Adam Johnson**  
**~~5300 Pacific Avenue SE~~**  
**Olympia, WA 98506**

Because employers rarely send anything by regular “snail” mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

**(360) 234-6789**

**[Joshua.johnson@stmartin.edu](mailto:Joshua.johnson@stmartin.edu)**

Do not label these as “Phone:” or “e-mail” – it’s obvious what they are.  
Also, make sure your email address is professional and includes only your name.

**Profile:** this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:

Graduate of Saint Martin’s University with a Bachelor of Science in Mathematics and Minor in Computer Science. Knowledgeable in data analysis and computer programming with an ability to communicate technical information to a variety of audiences.

**Skills and Qualifications** This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Bachelor of Science in Mathematics with a Minor in Computer Science from Saint Martin’s University
- Experience in research and data analysis
- 27 credits in mathematics coursework including *Mathematics for Computer Science*, *Math Modeling* and *Probability and Statistics*
- Excellent communication, data visualization and presentation skills developed through experience working with a variety of audiences and cohorts

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

**Education** Bachelor of Science in Mathematics, Saint Martin’s University, Lacey, WA  
Graduation date May 2016  
Dean’s list, fall of 2015 (3.87 GPA)

Minor in Computer Science, Saint Martin’s University, Lacey, WA  
Graduation date May 2016

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.

**Omit high school!**

**Experience** This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

**2015-2016     Institute for Systems Biology – Internship**

- Worked with a researcher to complete a culminating project that was shared at an ISB-wide mini-symposium
- Participated in ongoing professional development programs
- Attended lab meeting and retreats

**2012-2014     Olympia Soup Kitchen Volunteer**

- Helped prepare and serve meals to community members in need

**2010-2014     Office of Campus Life – Work Study**

- Managed front desk and helped schedule and track events

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

**Leadership     Dean's list, fall of 2015 (3.87)**

Saint Martin's basketball team member, 2012-2016

Society of Fellows member, 2013-2016

President of Math Club, 2014-2015

**Interests** These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

**References**

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

## Cover Letter Format

Your Address  
City, State, Zip  
Phone  
E-Mail

This information may be at the top or after our name at the end.

Date

Name of Contact Person  
Title  
Organization  
Street Address  
City, State, Zip

Dear (Contact Person's Name):

**Opening Paragraph:** The reason you are writing.

State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

**Body of the Letter:** Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators**.

**Closing Paragraph:** Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,  
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name  
(Two spaces)

## Sample Cover Letter

5555 Pacific Ave SE  
Lacey, WA 98503  
360-555-3235  
[Joshua.johnson@stmartin.edu](mailto:Joshua.johnson@stmartin.edu)

June 27, 2016

Steve Miller, Human Resources  
Seattle Municipal Tower  
700 Fifth Avenue  
Seattle, WA 98104

Dear Mr. Miller,

My former research mentor, Dr. Williams, at the Institute for Systems Biology referred me to your current job opening. I am very interested in furthering my career in the mathematics and data research fields, and this position would be a great place to start.

I am a recent graduate of the Saint Martin's University Bachelor of Science in Mathematics program. I also received a Minor in Computer Science. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. My time at Saint Martin's University involved an internship at the Institute for Systems Biology and courses such as Probability and Statistics, Mathematics for Computer Science, and Math Modeling. My studies and other experiences have given me the opportunity to foster my data visualization, communication and research skills.

I would appreciate the opportunity to meet with you and visit the Department of Education and Early Learning in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume