[Your Full Name]

Data Analyst

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your role] with [experience or training] in [specialty]. Skilled in [two relevant skills] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

SQL, Python, Excel, Power BI or Tableau, data validation, statistics

[Keep only skills you have and add relevant terms from your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Analyzed [dataset] to identify [insight], enabling [business outcome].
- Built [number] dashboards tracking [KPIs] for [stakeholders].
- Improved reporting accuracy by [percentage] using [validation method].

[Previous role, internship or relevant volunteer experience]

- [Your contribution, action and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [City, State] | [Graduation year]

[Relevant coursework or honors if useful.]

Selected Projects

[Analytics project] | [Dataset or portfolio URL]

Explain the question, tools, data checks and conclusion.