

WEBINAR: How to create a Winning BA Resume

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Presented by Laura Brandenburg of Bridging the Gap



Laura Brandenburg, CBAP is an internationally-recognized leader known for helping mid-career professionals start business analysis careers.

Laura brings more than a decade of experience in the business analysis profession, filling such diverse roles as a full-time business analyst, consultant, and hiring manager. She brings all of these perspectives into her writing, presenting, coaching, and training to help you find transferable business analysis skills, expand your business analysis experience, and start your business analysis career with confidence.

Find out more at: <http://www.bridging-the-gap.com>

Question (Q)	Presenter Responses (R)
	<p>1. In the presentation, there was mention of both a curriculum vitae (CV) and resume. Can you explain the difference between the two and when each should be used?</p> <p>Here is an article explaining the differences between these two types of documents: http://theundercoverrecruiter.com/cv-vs-resume-difference-and-when-use-which/</p> <p>2. What is the optimal length for a resume? And, is it good practice to summarize key points in a table?</p> <p>2-3 pages is a good length to target with your resume. The more <i>relevant</i> professional experience you have, the longer your resume will be.</p> <p>Summarizing key points in a table or list of bullet points towards the top of your resume can be a great way to highlight relevant qualifications. Be sure that your work experience starts on the first page and, ideally, that some of your BA experience is on the first page.</p>

Question (Q)**Presenter Responses (R)****3. Is it acceptable to include hybrid job titles on a resume (i.e., QA/BA or PM/BA)?**

Yes, this is a practice I recommended in the webinar and I provided 3 different ways to adjust your job titles.

And here's an article with a summary of the approach I talked through during the webinar:
<http://www.bridging-the-gap.com/how-to-handle-job-titles-in-a-business-analyst-resume/>

4. What are some transferrable skills that I can highlight based on a Technical Support role to land an entry level Business Analyst position?

Here are some to consider:

- Eliciting information from customers
- Problem-solving
- Understanding technical requirements
- Serving as a subject matter expert on behalf of the customer on projects / enhancements

Also, here are the stories of some professionals with similar career backgrounds, with the details on how they started their business analyst careers:

<http://www.bridging-the-gap.com/my-journey-from-desktop-support-technician-to-business-analyst-rob-jowaisas/>

<http://www.bridging-the-gap.com/operations-support-to-business-analyst/>

<http://www.bridging-the-gap.com/application-support-to-business-analyst/>

<http://www.bridging-the-gap.com/call-center-representative-to-business-analyst/>

5. What are some transferrable skills that I can highlight based on ample domain/industry experience to move into a Business Analyst role?

Here are some to consider:

- Your expertise with the terminology and business processes of the domain
- Your experience and understanding of specific software tools used inside the domain

But don't overlook your actual business analysis skills. Here's a checklist to use to start discovering them: <http://www.bridging-the-gap.com/business-analyst-skills-important/>

6. Can you provide examples of how to demonstrate/highlight practical BA skills on a resume?

Yes! Here is a step-by-step approach to highlighting BA skills in the work history section of your resume: <http://www.bridging-the-gap.com/work-history-resume-key-projects/>

And here are some specific tips on creating bullet points: <http://www.bridging-the-gap.com/bullet-points-business-analyst-resume/>

Question (Q)	Presenter Responses (R)
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7. What is the best way to showcase an active pursuit rather than being a recipient of relevant BA designation(s) and/or degrees/diplomas?

For degrees/diplomas against which you've completed some course work, you can list the course work and anticipated graduation date.

For BA designations like the CBAP, it's not advisable to list these until you've received the designation.

8. What are some methods of addressing employment gaps within a person's work history?

I address this question in this article: <http://www.bridging-the-gap.com/help-a-ba-how-do-i-address-an-employment-gap-on-my-resume/>

9. It is common for individuals to develop a solid BA career by rising through the ranks within their organization. If this is the case, what is the best way to work around not having a college/university diploma/degree on your resume, despite solid BA experience?

In this scenario, you want to emphasize the breadth and depth of your work experience as well as any training and professional development you've participated in to advance your career.

There will be some managers or organizations that filter based on a specific level of education. Focus on the employers who are more lenient with these qualifications.

10. Is self-employed BA experience considered an asset or a hindrance? Please explain.

Depending on the type of job you are applying for, you'll want to highlight this type of experience in different ways. For example, if you are applying for a BA role at a consulting company, BA contract work would be well-received, as well as the diversity of experience that comes with this type of work.

If you are applying to a full-time BA job, you may want to pull out and highlight specific contracts where your experience was most relevant. You'll also want to be prepared to speak authentically to why you are transitioning out of contract work.

11. Can you provide some good resources that new, young and inexperienced workers can access or use to help polish/create a winning resume?

If you are a recent college graduate entering the business analysis profession, you'll want to focus your job search on the handful of companies in your local area that hire BAs without experience into entry-level business analyst positions. In your resume, highlight your communication skills, technical skills, and any skills you've picked up during your course work or college internships.

Also, check out this story from one of our readers who landed his first BA job 7 months out of college. He shares lots of great tips! <http://www.bridging-the-gap.com/how-a-bridging-the-gap-reader-landed-a-business-analyst-job-just-7-months-out-of-college/>

Question (Q)**Presenter Responses (R)****12. What is the best approach to use when applying for jobs in a different country before moving to the location?**

First, you want to highlight your eligibility for employment and be specific about your relocation plans and, if possible, dates. You'll start to see the most traction in your job search as your relocation nears, and even after you actually relocate. Ahead of this time, focusing on building your professional network in your new location using online communities.

Here is an article about finding a new BA job in a new city with some more useful tips:
<http://www.bridging-the-gap.com/help-a-ba-how-do-i-find-a-ba-job-in-a-new-city/>

13. Can you please describe the typical process recruiters use to short list BA resumes?

I'm sure it's a little different for every recruiter, but most likely they are scanning resumes as they come in, looking for 1-2 key qualifications that the employer has told them is important. They are going to discard anyone who immediately appears unqualified. If they find the initial qualifications they are looking for, they will likely read in a little more detail and make sure you look like a truly qualified candidate. Then they will contact you for a quick phone screen.