



How to Create a Winning Business Analyst Resume

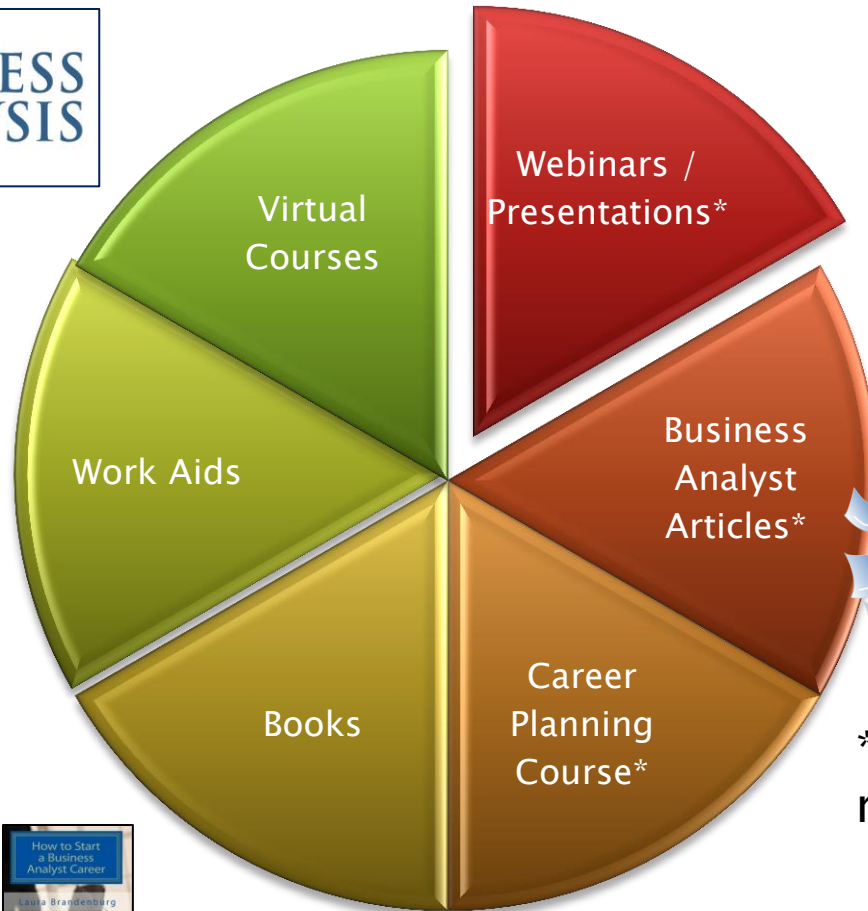
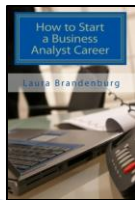
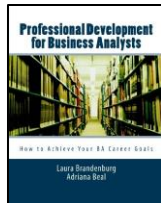
Laura Brandenburg, CBAP

About Laura Brandenburg, CBAP



- ▶ Host at [Bridging the Gap](#)
- ▶ Author of *How to Start a Business Analyst Career*
- ▶ BA Course Designer & Instructor

What We Do at Bridging the Gap



*Indicates free resources



Key Take-Aways

- ▶ Understanding who reads your resume and what they are looking for.
- ▶ Discovering how to position your BA qualifications for BA jobs.
- ▶ Learning how to write bullet points that capture attention and communicate your BA qualifications

Your Resume's Purpose is:



What an Employer Wants

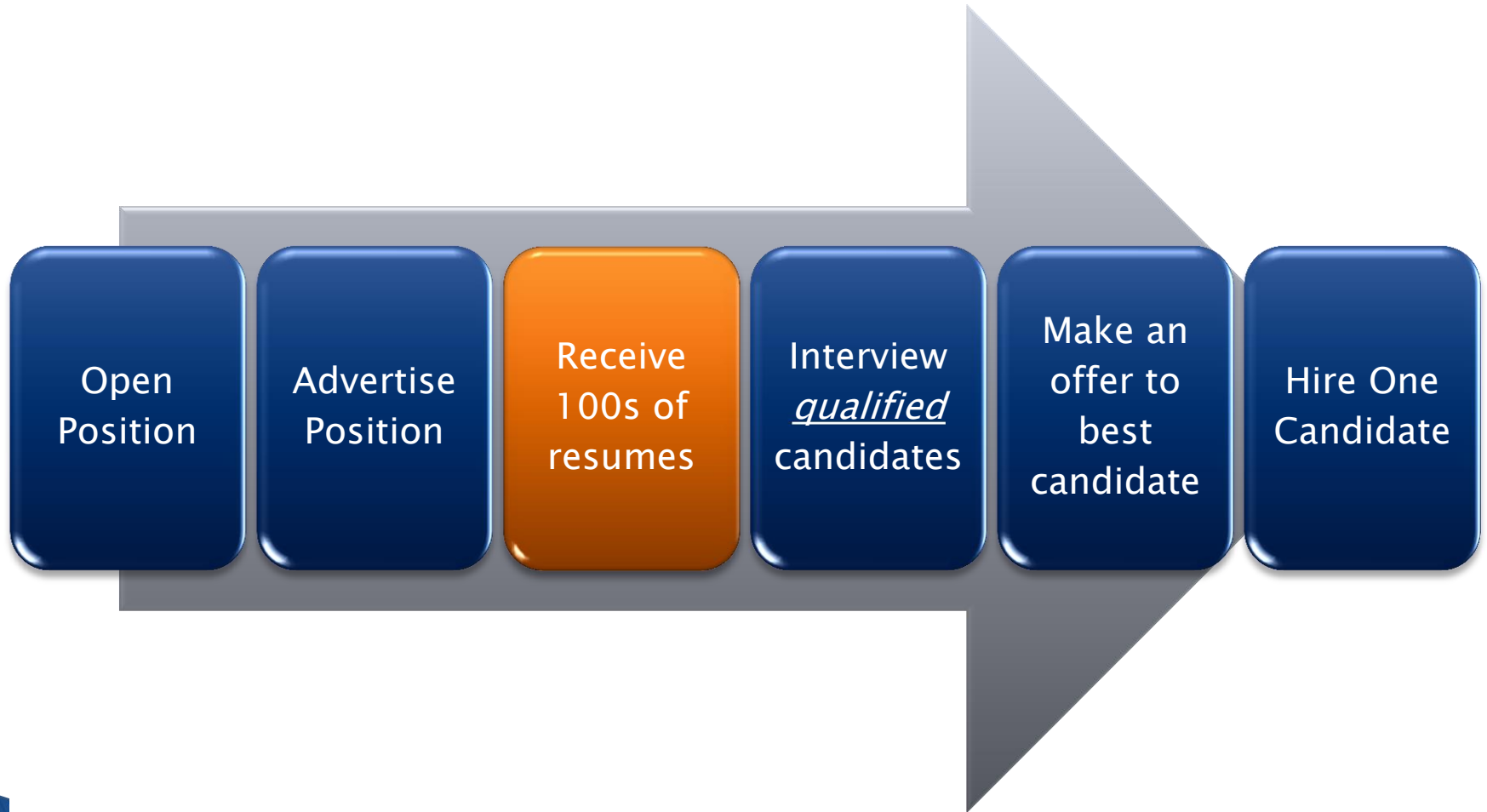


A job done, preferably well

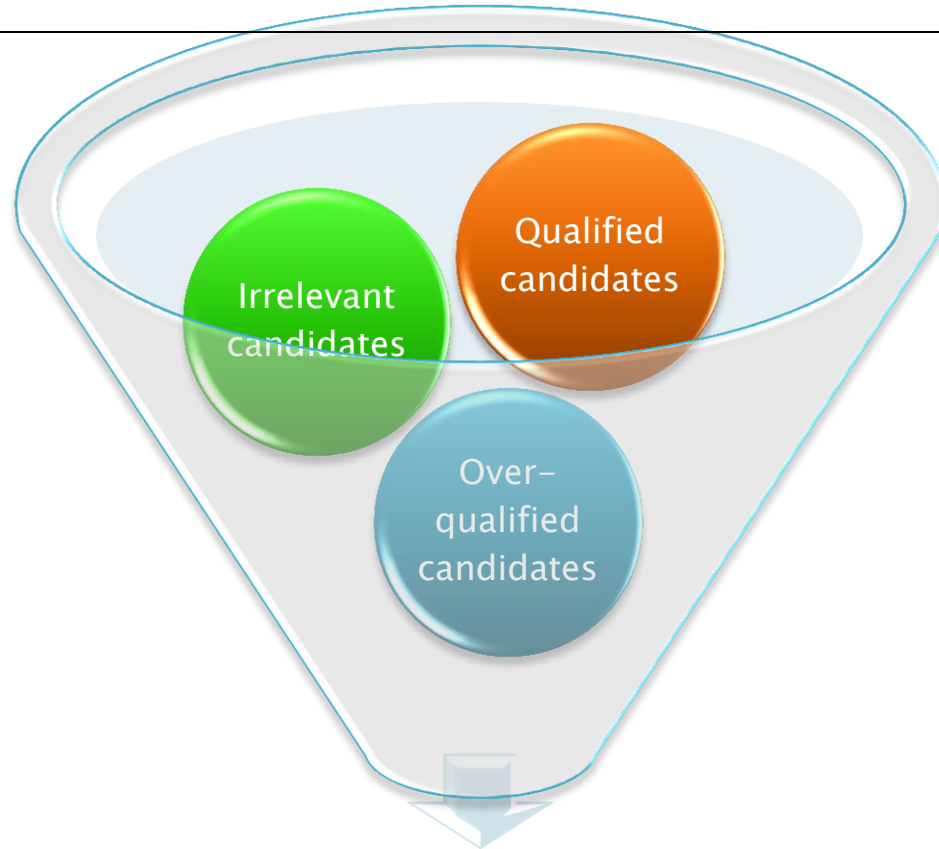
A problem solved

A low risk decision

The Recruiter's Process



Success = One Applicant Hired



**Selected candidates
interviewed**

What about the “Resume Eaters”?



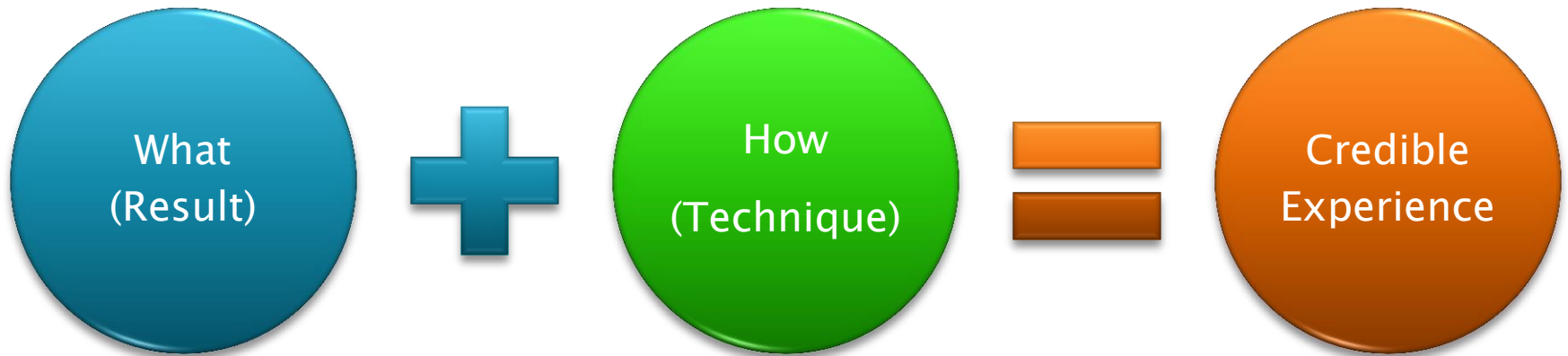
Your Relevant Qualifications



Words Matter....

Keyword	Alternate Terminology
Use cases	Functional descriptions Work-flows
Software requirements document	Requirements Scope Functional specification
Elicitation	Gathered requirements from stakeholders Model requirements Discover business needs
Business Processes	Workflow Diagrams BPMN Diagrams Business Process Models As Is Documentation
Business Case	Enterprise Analysis Return on Investment Project Portfolio Business Needs

Sell Your Experiences



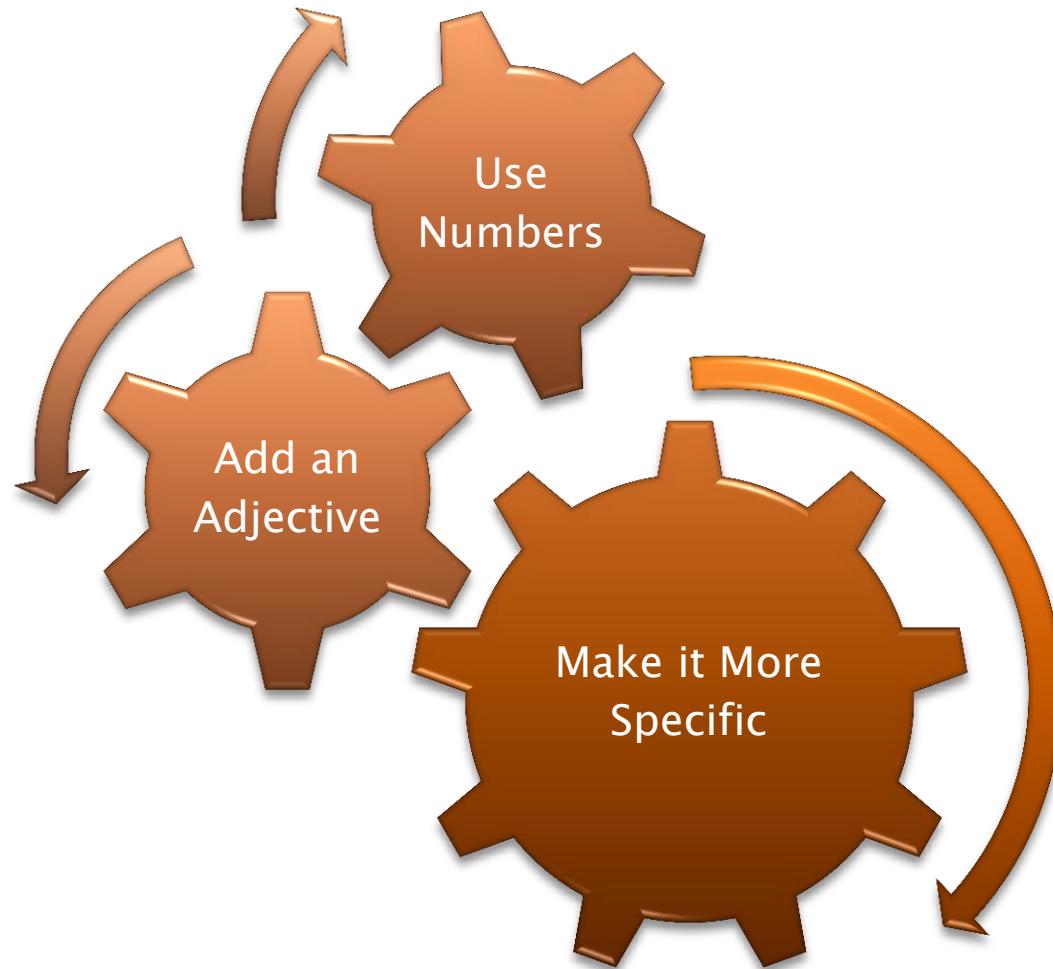
Example Bullet Points

Aligned 10 stakeholders across 3 departments on updates to the sales and fulfillment process, breaking a cycle of last minute minimizing requirements changes.

Defined and implemented data sharing protocols among 5 development teams, creating operational efficiencies and reducing communication issues.

Helped a RUP team transition to agile by defining requirements in user stories, designing a useful product backlog, and defining a strategy for system documentation.

Concrete Details Add Credibility



Key Take-Aways

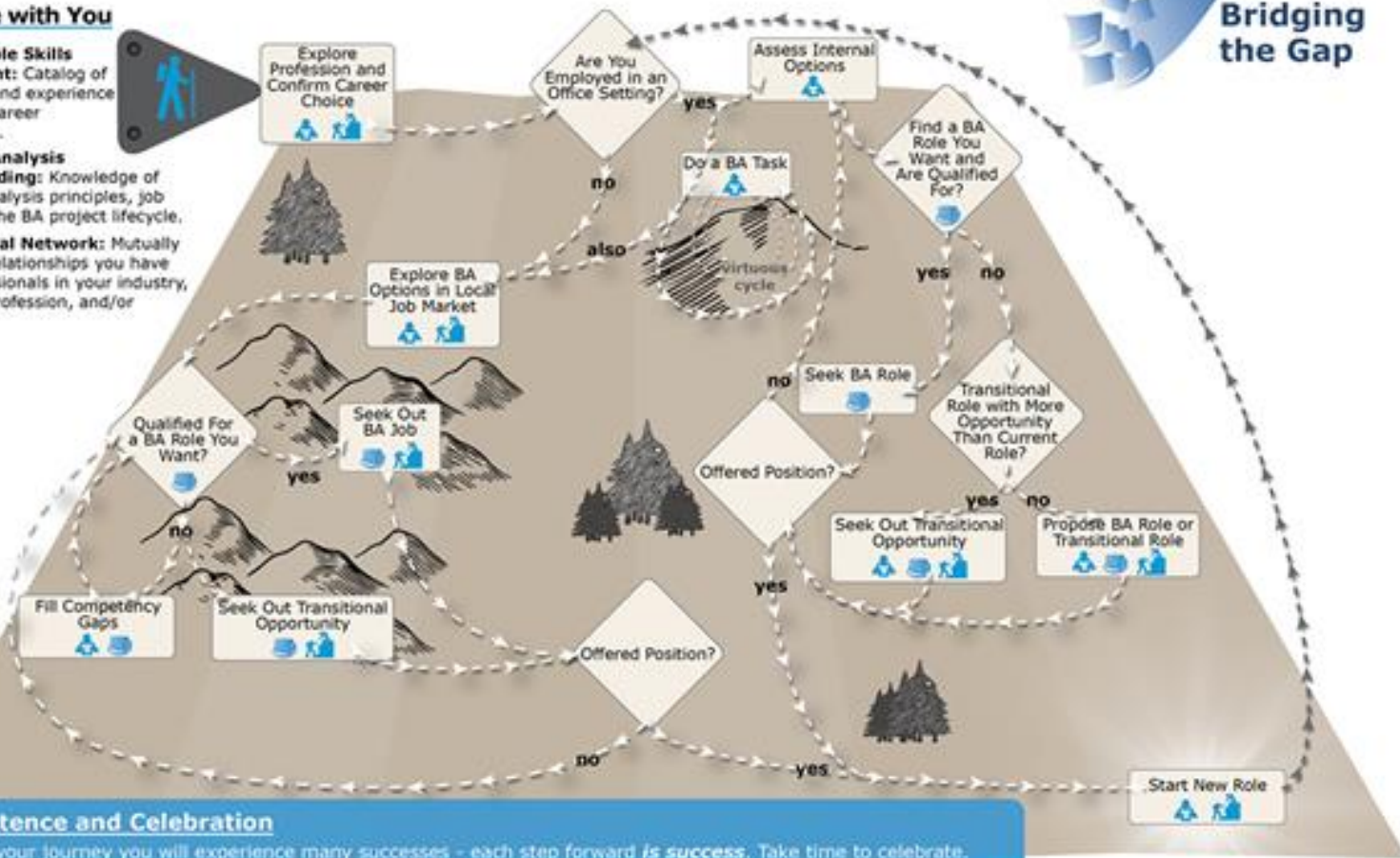
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How to Start a Business Analyst Career - Your Roadmap



What to Take with You

- Transferable Skills Assessment:** Catalog of your skills and experience from your career background.
- Business Analysis Understanding:** Knowledge of business analysis principles, job roles, and the BA project lifecycle.
- Professional Network:** Mutually beneficial relationships you have with professionals in your industry, specialty, profession, and/or location.



Persistence and Celebration

Along your journey you will experience many successes - each step forward *is* success. Take time to celebrate. You will also hear "no" for reasons that have nothing to do with you personally. Those that succeed empower themselves to explore new options and definitions of success. They persist.

Definitions

BA Role: Any role with BA responsibilities. (May not have the BA job title).

Transitional Role: A role with few or no BA responsibilities that puts you in a position to proactively do BA tasks or interact with BAs.

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