Resume format for career changers

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

NIKHIL AVHAD
[City] | [Phone] | [Email] | [Link to work samples]

TRANSITION SUMMARY
Logistics coordinator with five years of experience, moving into data analysis. For the last year I have studied analytics in the evenings and applied it to real shipment records at work. I am looking for a junior analyst role where my operations knowledge helps me ask better questions of the data.

TRANSFERABLE SKILLS
Working with shipment and delivery data every day, which is the kind of data many analysts handle
Explaining delays to customers and managers in plain language
Setting up trackers and reports that others actually use
Meeting deadlines with several teams depending on my updates

RELEVANT PROJECTS AND LEARNING
Delivery delay analysis (own initiative, 2026): cleaned 8 months of shipment records in a spreadsheet and a database tool, found that most late deliveries began at two pick-up locations, and shared a one-page summary with my manager.
Dashboard for the dispatch desk: built a daily view of open shipments that replaced a manual call round.
Courses: data analysis with SQL, spreadsheet analytics and basic statistics (2025-26).

EARLIER EXPERIENCE
Logistics Coordinator, Dunmore Freight Services (fictional) | 2021 - present
Coordinate about 150 shipments a week with drivers, warehouses and customers.
Customer Service Executive, Pelican Couriers (fictional) | 2019 - 2021

EDUCATION
B.Com, Eastbank College, 2019