

Resumes are important to someone's career and employment journey. This document testifies their academic background and professional experiences and itemizes their skills, values, and qualifications.

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Resume Definition & Meaning

A resume is a brief one-page document of your personal and professional experiences, background, and relevant career information.

A resume is a shorter version of a CV or curriculum vitae and is often accompanied by a cover letter to efficiently show off yourself at once.

What Is a Resume?

A resume is a tailored-fit document to the job that you want. This document shows your educational background, professional experiences, skills, career objectives, contact information, and other relevant career information that could help persuade the company to hire you. A well-thought resume must be a one-page document that houses all the necessary details that companies need, not too wordy, and pleasant to the eyes.

10 Types of Resumes

Job

[Job resumes](#) are documents needed for job application that lists your experiences, educational attainment, and qualifications. This type of resume works for almost all jobs and professions in the world. A job resume is a buzz-free option if you wish to create a quality employment document.

MARTIN H. CLARK
SOB RECRUITER



CAREER OBJECTIVE
Highly motivated SOB Recruiter seeking a position with a company in which to put my experience to good use.

CONTACT
 878-742-4822
 4881 Cary Street
 Decatur, GA 30034
 martin@martinhr.com
 LinkedIn

PROFICIENCY

Management

MS Office

Microsoft Word

Microsoft Excel

PROFESSIONAL SKILLS

- Strong experience in behavioral based interviewing techniques.
- Excellent communication skills verbal & written.
- Familiar with applicant tracking.
- Outstanding knowledge of professional software and tools.
- Excellent knowledge of recruiting process for managers and executive search to be a match for a most qualified candidate.
- Strong knowledge of research tools, lead and database.
- High knowledge of all pre-requisite recruiting components including but not limited to writing job descriptions, interviewing, screening, test, job analysis, wage and salary trends.
- Proficient in understanding of recruitment process and best practices.
- Proficient in marketing and promotional tactics.
- Extensive ability to do strong presentations.
- Extensive ability to communicate effectively both orally and in writing.
- Excellent ability to collaborate effectively with others.
- Extensive knowledge of recruiting processes, on-boarding, and on-going support to HR and business partners.
- Ability to work with cross-functional teams.
- Ability to work with cross-functional teams with a sense of urgency and problem solving.
- Excellent ability to manage conflict.

MARTIN H. CLARK
SOB RECRUITER

EDUCATION

Business Degree in Human Resource Management, BS
 Clark University, Decatur, GA
 2004

JOB EXPERIENCE

SOB Recruiter, 2016 - Present
Quality Employment Service

- Used client data to more accurately assess staffing needs, job requirements, and to perform research on industry.
- Used client data to identify and recruit the most qualified talent for positions, utilized internal talent including sources to identify specific candidates.
- Continually updated and used most effective methods of recruiting to promote qualified candidates.
- Managed and provided job recommendations to client.

SOB Recruiter, 2014 - 2016
Employee Connections

- Managed regular operations to ensure satisfaction of candidates. Recruit and ongoing labor relations and direct activities.
- Developed and implemented recruiting strategies to ensure a constant pipeline of qualified candidates.
- Employment related client aspects of the operation, handling client questions, and being present in recruitment.

SOB Recruiter, 2012 - 2014
JBCSEARCH

- Used client data to identify and recruit the most qualified talent for positions, utilized internal talent including sources to identify specific candidates.
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Student

[Student resumes](#) come in handy for internships and fresh graduate job applications. This type of resume is perfect for students who do not know where and how to start. Student resume is consists of educational background, extracurricular activities, skills, and etc.



TONY DICAPRIO

Registered Medical Physician

880 Fittro Street, Little Rock
Arkansas AR 72210
+205-487-4633

jmurray@email.com
profile.com/jmurray

EDUCATION

BS SOFTWARE ENGINEERING 2005-2010

Bachelor Degree in Engineering
San Diego University

VOCATIONAL COURSE IN SOFTWARE TECHNOLOGY 2000-2005

Vocational Course Program
San Diego University

DIPLOMA IN COMPUTER SOFTWARE SERVICING 2000-1999

Short Course Program
San Diego Technical School

EXPERTISE

- Excellent working knowledge of hardware, software and programming languages
- Knowledge in Computer Aided Software Engineering (CASE)
- Good project management skills
- API design
- Data Analysis

PROFILE

I am applying for the position of Software Engineer
I am a very passionate worker. An engineering guy who can solve problems. I am interested tighting up with this company. I am willing to accept challenges.

EXPERIENCE

SENIOR SOFTWARE ENGINEER Tridometric Enterprise Co. | 2020-2024

- Direct Software Designing and Planning
- Evaluate Software Programs and Quality
- Consulting projects for final procedure.

JUNIOR SOFTWARE ENGINEER GearUp Electronics Solutions | 2016-2020

- Direct Software Designing and Planning
- Evaluate Software Programs and Quality
- Consulting projects for final procedure.

SOFTWARE ENGINEERING STAFF SYSTEMATIC VENTURES | 2010-2012

- Direct Software Designing and Planning
- Evaluate Software Programs and Quality
- Consulting projects for final procedure.

A [college resume](#) is a document detailing your educational background, skills, and qualities. This type of resume comes in handy for students who are fresh out of college, pursuing a profession in college, or those who wish to ready their employment documents. A college resume is a buzz-free type for everyone.



Internship

[Internship resumes](#) are used to apply for on-the-job training for college or university students, fresh graduates, and those who want to experience internships. Students or individuals without job experience may use this type of resume to higher the chance of getting hired. Internship

resume must explicitly say your student life, educational background, and other relevant



internship information.

Art

An [art resume](#) is an essential employment document used by artists and other art-based professionals. This type of resume comes in handy, especially for up-and-coming artists. This resume must contain your experiences, skills, and portfolio.



Fresher

[Fresher resumes](#) are resumes utilized by fresh graduates seeking work experience. This type of resume eases the job application process, and help in securing that job. Fresher Resume is an easy to make resume type for those who are starting their career journey.



Mary Jane Doe

Web Designer



Mary Jane Doe



+53 112234-05



janedoesn't.com



Bethany, France

Photoshop



Dreamweaver



Illustrator



Java / Css



English



About Me

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Education

2012- 2016
Junior High School
Montriad Learning School

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2016- 2020
BS Fine Arts Major in Advertising / Web Design
Montriad University

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.



Experience

2019
Junior Graphic Designer
Leafpages Advetising

2020 Present
Web Designer
Sirius Design Agency

TEMPLATE.NET

Experienced

With resumes, no one is exempted. An [experienced resume](#) is a kind of resume used by experts and well-versed professionals in a certain field or industry. This type of resume helps professional outline their career information and experiences.



MARK A. NELSONS

ACCOUNTANT

- 8100 234 5678
- mark@email.com
- 23 Elm Street, New York

EXPERTISE



EDUCATION

Master of Accountancy
2010 - 2012

University of Iowa
Iowa

Bachelor of Accountancy
2006 - 2010

University of Tampa
Florida

CERTIFICATION

Certified Public Accountant
AICPA
May 2015

OBJECTIVE

I am an individual seeking a Junior Accountant position at a retail company that will allow me to learn the process, distribution and sales growth in the corporate world as well as enable me to contribute to the growth and development of the company.

EXPERIENCE

Bank of the People | 2014 - Present

Accountant

Serving the people at Bank of the People. I do financial check & all sorts of accounting stuff. I also do book keepings and other records.

Elumbra Banking | 2012 - 2014

Accountant

Accountant at Elumbra banking, doing financial Transaction

SKILLS & HOBBIES

Swimming	Creative
Travelling	Adaptable
Reading novels	MS Office
Mind Reading	Adobe CS

REFERENCE

Mrs. Perry Grin
HR Manager
Bank of the People
perry@email.com

Ms. Pearl E. Schelle
HR Manager
Elumbra Banaking
pearl@email.com

School is where learning starts. [School resumes](#) are used by students for research, internship, or any academic-related needs. This type of resume comes in handy for students, teachers, teaching professionals, and non-teaching professionals.



Teacher

A [teacher resume](#) is used by teaching professionals to get into a teaching job. This type of resume is important to ensure that the teacher is equipped with the needed knowledge and skills for a certain job. Teacher resume is easy to create and hassle-free to comprehend.

9781 543 4779 | jeff@jeffmarquez.com | jeffmarquez.com

JEFFREY D MARQUEZ
PSYCHOLOGY TEACHER

PROFICIENCY

Research: ██████████
 Skills: ██████████
 Management: ██████████
 Leadership: ██████████
 Communication: ██████████
 Creativity: ██████████
 Data: ██████████

CAREER OBJECTIVE

To obtain a Psychology Teacher position in an environment where I can utilize my knowledge and experience to the fullest.

PROFESSIONAL SKILLS

- Extensive experience in Psychology Teaching.
- Familiar with social topics in the theory and practice of psychology.
- Familiar with school psychology and developmental and child psychology.
- Thorough knowledge of the principles and methods for conducting and training ethics and teaching.
- Sound knowledge of the activities, methods, and procedures for the diagnosis, treatment, and evaluation of physical and mental dysfunction.
- Deep knowledge of group behavior and dynamics, social norms and influences, and human motivation.
- Deep knowledge of career behavior and performance.
- Proficient in copying and presenting quantitative and statistical data.
- Ability to apply knowledge of current research and theory for the instructional program.
- Ability to plan and implement lesson plans in the classroom and to adjust them to meet students' needs and abilities.
- Ability to meet high barriers of behavior and achievements.

9781 543 4779 | jeff@jeffmarquez.com | jeffmarquez.com

JEFFREY D MARQUEZ
PSYCHOLOGY TEACHER

EDUCATION

Doctoral Degree in Educational Psychology,
 North Carolina Central University,
 College Park, North Carolina
 2018-2020

LANGUAGE

English: ██████████
 Spanish: ██████████

JOB EXPERIENCE

Psychology Teacher (2018 - Present)
Carroll Academic Health

- Conducted administrative and general maintenance, and assigned the work to others.
- Developed specific lesson and plans by providing, organizing, and instructing work.
- Supervised and provided student class work, laboratory work, assignments, and reports.
- Maintained undergraduate and graduate teaching, internship, and research work.

Psychology Teacher (2016 - 2018)
Adrian Secondary Teachers

- Supervised students in theory as well as practical work.
- Directed students in academic and recreational work in and out of class.
- Identified clear objectives for lessons, units, and projects, and demonstrated these objectives to the students.
- Organized the general course of instruction with learning objectives, taught the acquisition of essential concepts.

Psychology Teacher (2015 - 2016)
Toussaint Behavioral Health

- Participated in student recruitment, registration, and placement activities.
- Maintained regularly scheduled office hours in order to address and assist students.
- Supervised students' laboratory work.
- Monitored the educational needs of all students, identified learning obstacles and learning progress and issues, and taught and instructed others.

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TEMPLATE 001

Doctor

Even white-colored job like doctors needs a good resume. A [doctor's resume](#) is created by physicians to detail their experience, educational attainment, skills, and other qualifications. A doctor's resume comes in handy for job applications, professional talks, and other opportunities for doctors.



ABOUT

Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

CONTACTS

📍 66, Pollock Street, Central Park Ohio
 📧 julia@example.com
 ☎ +41 4545 666 4546

Professional Skills

Sun Skin Beautification Center, Los Angeles
 Assistane Esthetician, (2011-2014)
 Lorem ipsum is simply dummy
 Lorem ipsum is simply dummy

JAMES ROBERTS

Junior Doctor Resume

Objective

Having deep desire in heart to serve in health care sector, I intend to utilize my talents and potentials, so that the organization as well as I both will be benefited from my service.

Skills

- Can perform well on the treatment of skin.
- Having good knowledge of use of spa.
- Having good idea of the usage of various creams and herbal products on skin.
- Expertise in waxing.
- Well accustomed to doing lymphatic drainage.
- Can treat well the acne problem.
- Expertise in hair removal.
- Having vast knowledge about massage therapy with that the effect

Responsibilities

- Worked as advisor of skin treatment.
- Served as spa specialist.
- Royal Skin Health Care, NY
- Junior Esthetician, (2008-2011)

Roles

- Worked as massager.
- Served as one in the group of skin care treatment.
- Education
- High School Graduate

Owens Community College, Tokay (2004-2008)

Beautician Course
 Toledo Academy, Toledo, OH (2003-2004)

Other Activity
 Deeply interested in music.
 Like watching Hollywood movie.



Resume Uses, Purpose, Importance

A resume plays a significant role in your career journey. The goal of writing a resume is to exhibit all your experiences, background, skills, and knowledge. Here are a few other uses, purposes, and importance of a resume:

Application

Resumes are used to present your qualification for a certain role. This document must contain your best experiences, qualities, skills, and background.

Introduction

Resumes act as your introduction to the company you are applying to. The goal is to score an interview or accelerate to the next level of the application process. Let your resume do the talking for you.

Qualifications

A resume is a document for showing off all your accomplishments, experiences, and qualities. This document helps persuade employers by listing all your qualifications for the position.

Setting a good impression

Resumes set an impression. A thoughtfully made resume shouts pride, eagerness, and trust. This document set your intention for the company.

Asset

A resume proves that you can be an asset to the company. This document helps persuades employers to hire you because of your asset-worthy abilities.

What's in a Resume? Parts?

Name

Among the most important parts of a resume is your name. Your name must be the first thing employers will see when they read your resume. The name can be placed in the upper part of your document for utmost visibility.

Profile

Apart from your name, personal details such as your contact number, email address, home address, age, and sometimes social media accounts are important for employers.

Resume Summary

A resume summary is a summarized paragraph of all the contents you have on your resume. This part explicitly indicates your objective in applying.

Education

A resume must include your educational attainment, awards, and distinctions. This is important, especially for fresh graduates without work experience yet, in order to aid employers in their background and skills.

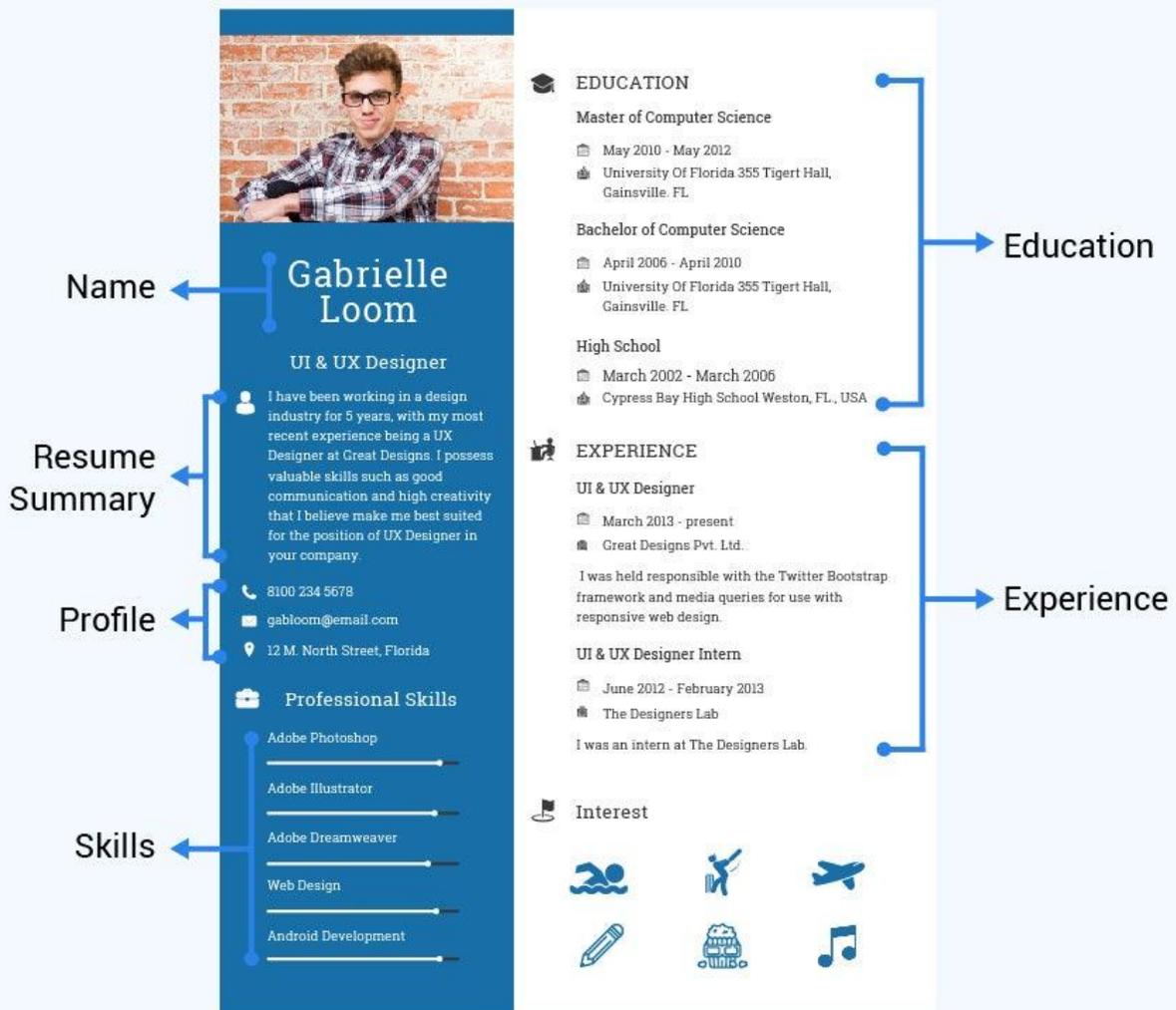
Experience

Your professional experience is a niche. This part of your resume contains all the work experiences you had, what you did, and for how long. For some positions, experience is a non-negotiable qualification.

Skills

Skills are your hard-earned edge. Among the useful skills that you must include in your resume are your problem-solving skills, critical thinking skills, communication, skills, etc.

Resume Anatomy



How to Design a Resume?

1. Choose a [resume size](#)
2. Decide what will be the [purpose of your resume](#)

3. Select a [resume template](#)
4. Filter your content to the job you are applying
5. Organize and fact-check your content

You can also refer to these helpful articles on how to create resumes in other file formats:

- [How to create a resume in Microsoft Word](#)
- [How to create a resume in Google Docs](#)

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- 1** — Choose a Resume size
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Resume vs. CV

A resume is a summarized and tailored version of your educational background, experiences, and skills.

A CV, or curriculum vitae, is a more comprehensive blueprint of your educational attainment, professional experiences, skills, and other career information.

What's the Difference Between a Resume, Job Description, or Cover Letter

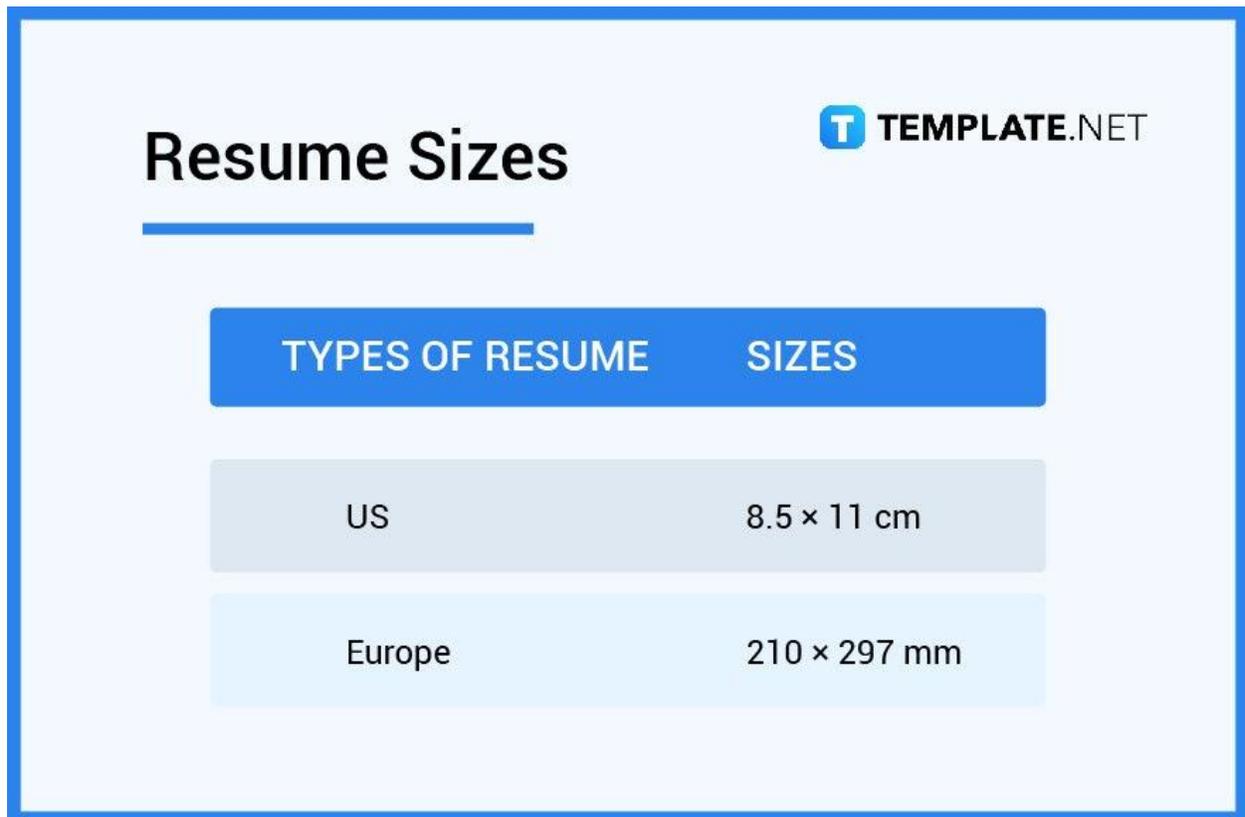
A resume is a one-page summarized document of your personal and professional experiences, skills, and qualifications.

A job description is a narrative that details the task, the job's needed qualifications, responsibilities, and daily work.

A cover letter, sometimes called an application letter, is an accompanying narrative of your intent to apply, which states your personal notes, contains an abstract of you, and helps persuade employers to hire you.

Resume Sizes

It has been established in this article that resumes are important. These documents are used regardless of the industry and field and must observe the proper paper size according to your region. That is why different sizes are available for you to use:



The infographic features a blue border and a light blue background. At the top left, the title 'Resume Sizes' is displayed in a large, bold, black font, with a horizontal blue line underneath. To the right of the title is the 'TEMPLATE.NET' logo, which consists of a blue square with a white letter 'T' followed by the text 'TEMPLATE.NET' in a bold, black, sans-serif font. Below the title is a table with two columns: 'TYPES OF RESUME' and 'SIZES'. The table has three rows: a header row with blue background and white text, and two data rows with light blue backgrounds and black text.

TYPES OF RESUME	SIZES
US	8.5 × 11 cm
Europe	210 × 297 mm

Resume Ideas & Examples

Creating your own resume can be quite overwhelming, but worry no more because we have a list of resume ideas and examples for you to use:

- Resume Ideas and Examples
- Job Resume Ideas and Examples
- Ideas for wedding Fresher examples
- Experienced Resume Ideas and Examples
- Internship Resume Ideas and Examples
- Entry-level Resume Ideas and Examples
- Teacher Resume Ideas and Examples
- Resume ideas and Examples for school
- Accountant Resume Ideas and Examples
- College Resume Ideas and Examples

FAQs

[ns_row class="faq-sec"]

Why do you need a resume?

A resume helps you land a job or your dream position.

[/ns_row]

[ns_row class="faq-sec"]

How should I structure my resume?

A resume must be structured according to essential things such as career objective, profile, educational background, skills, and professional experiences.

[/ns_row]

[ns_row class="faq-sec"]

How can I write my own competitive federal resume?

A competitive resume must include important dates, adjectives to describe experiences, and summarized details.

[/ns_row]

[ns_row class="faq-sec"]

Should my resume be one or two pages?

Ideally, resumes must be a one-page document containing your personal and professional experiences, educational attainment, and skills.

[/ns_row]

[ns_row class="faq-sec"]

How long should my resume be?

Your resume must be one page with at least 475 to 600 words.

[/ns_row]

[ns_row class="faq-sec"]

What is the right format for a resume?

There are different formats available in the market: chronological, functional, and combination.

[/ns_row]

[ns_row class="faq-sec"]

What file format should I use to send my electronic resume?

MS Word and PDF are the two most common file formats for electronic resumes; the latter however is a more professional and safe file format.

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[ns_row class="faq-sec"]

What should be the name of the resume file?

HR professionals prefer that the applicant's resume file contain the family name and/or first name initials plus family name.

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[ns_row class="faq-sec"]

Can I use a resume instead of a CV?

Oftentimes, these two are interchanged; to be safe, clarify with the employer if they need a resume or a CV.

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[ns_row class="faq-sec"]

How do you make a job resume?

A job resume must consist of a profile, educational background, job experience, skills, and other qualifications.

[/ns_row]

[ns_row class="faq-sec"]

What mistakes should I try to avoid when writing my resume?

Don't make your resume too wordy, don't overdo the contents and instead put only the relevant ones, and don't skip the photo.

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