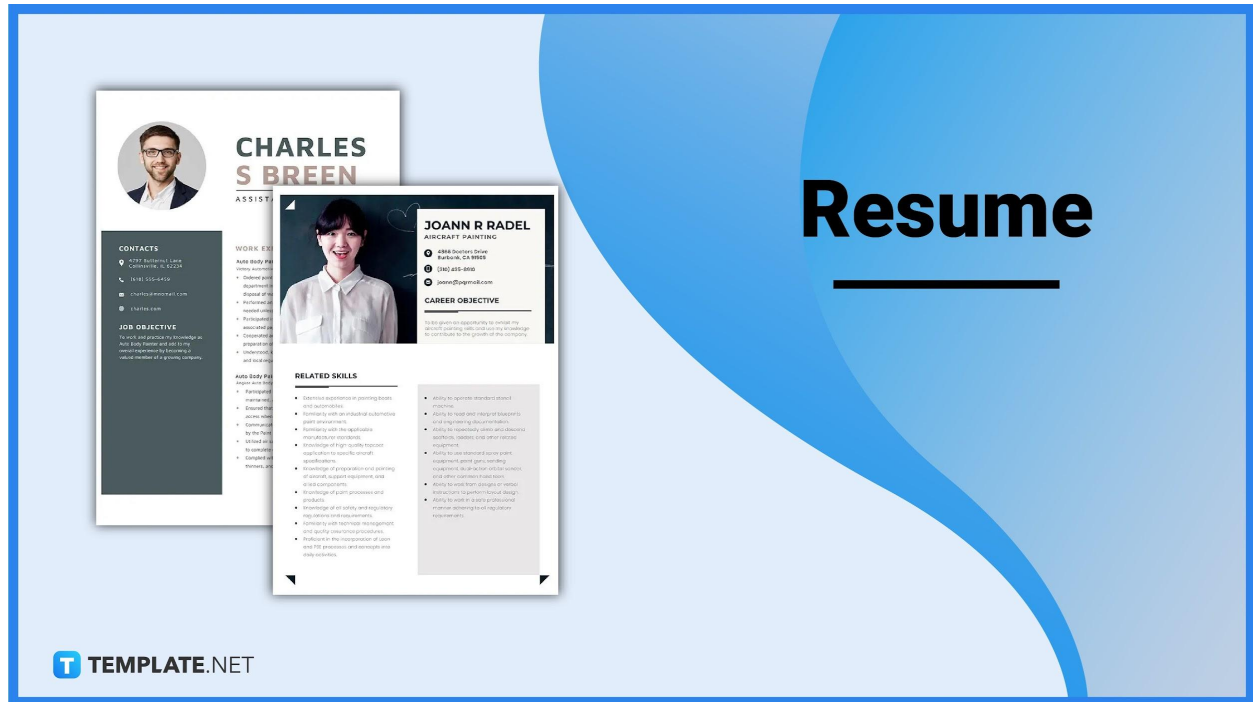


Resume

A resume is a career document that details one's educational background, professional experiences, skills, and other relevant information. This document is often used to apply for a job and track one's career history.



Resume Definition & Meaning

A resume is a document that summarizes one's personal and professional details, including contact information, education history, career experiences, and skills.

A resume is often used to apply for a job, prove the legitimacy of one's skills and experiences, and showcase one's career growth.

What Is a Resume?

A resume is commonly known and used as an essential part of the application process. Most employers ask for an updated resume that outlines one's personal contact information, resume objective, education history, relevant career experiences, and skills. This document is a tailored-fit summary of your career history that helps persuade future employers.

10 Types Of Resumes

Athletic Resume

[Athletic resume](#) is used by athletes, coaches, and sports professionals. This document details their name, contact information, age, relevant personal details, list of game experiences, and other professional information. An athletic resume helps athletes and sports professionals land a job or position that they are working for.



TAMMY R. BOYKIN

MIDDLE SCHOOL ATHLETIC DIRECTOR

OBJECTIVE

To obtain Middle School Athletic Director position with a company offering opportunities for position advancement.

EXPERIENCE

Middle School Athletic Director
Rockford Public Schools 2016 - Present

- Worked with physical education teachers and the wellness coordinator on the development and improvement of the middle school physical education program.
- Oversaw the development of the overall athletic program for students in grades six through eight.
- Supervised all ticket and concession sales at athletic events and assumed responsibility for proper handling of money pursuant to the department of education regulations.

Middle School Athletic Director
Kansas Public Schools 2014 - 2016

- Served on various school committees and participated in all aspects of the life of the middle school.
- Served as liaison to the high school athletic program.
- Worked closely with athletic booster groups to interpret and promoted school policy and philosophy as it applied to the functions of the booster groups.

Middle School Athletic Director
Cambridge Public Schools 2012 - 2014

- Organized and administered the overall program of interscholastic/intramural athletics for the middle school pursuant to board and KHSAA policies.
- Fostered good school-community relations by keeping the community aware of, and responsive to, the athletic program.
- Followed Board procurement policy in securing supplies and equipment for athletic teams.
- Displayed a broad technical competence in the area of coaching.

PERSONALITY

Neat & Well-organized
Independent worker
Works well with deadlines
Collaborative and efficient
Motivated by problem solving

EDUCATION

Bachelor's Degree in Physical
Education, 2012
Friends University, Wichita,
KS

SKILLS

Creativity	<div></div>
Communication	<div></div>
Motivation	<div></div>
Organization	<div></div>
Teamwork	<div></div>

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Painter Resume

A painter is an artist that uses paint, tools, and canvas or any paintable surface as a medium. A [painter's resume](#) showcases their profile, experiences, skills, and works. This document also comes in handy for painters in the service field or those who paint cards, houses, etc.



HAROLD T KELLEY

PAINTER

CONTACTS

📍 2725 Echo Lane
Grand Rapids, MI 49503

📞 (269) 905-5060

✉️ harold@vzwmail.com

🌐 harold.com

CAREER OBJECTIVE

To obtain the Painter position in a highly established firm that will help to enhance my career.

PROFESSIONAL SKILLS

- Admirable experience in bodywork such as bonding, repairing dents, scratches, etc.
- Familiar with all types of paints, stains, varnishes, lacquers, clear coats and strippers.
- Familiar with color matching, paint applications, and surface preparation.
- Profound knowledge of drywall repairs, tile repairs both floor and wall and carpet.
- Thorough knowledge of furniture repairs, light carpentry, and plexiglass.
- Deep knowledge of building codes, mechanical, electrical, plumbing and HVAC systems.
- Huge knowledge of the application and repairs of various types of wallpaper.
- Proficient in brush and roller selection.
- Proficient in the use of hand tools, spraying equipment, and some power tools.
- Remarkable ability to follow verbal and written instructions.
- Outstanding ability to work cooperatively with other team members under production pressure.
- Immense ability to read and interpret documents such as safety rules (Lockout Tag out, JSA's), Safety Awareness information (such as MSDS) operating and maintenance instructions, and procedure manuals.
- Amazing ability to write routine reports, keep logs, and correspondence.
- Ability to speak effectively with customers and employees.

CONTACTS

WORK EXPERIENCE

Office Resume

An [office resume](#) is a professional resume used for office jobs and any related field. This type of resume comes in handy if you are applying for more corporate and office-level job opportunities. An office resume must highlight administrative skills, interpersonal skills, and other skills needed for an office job.



EDDIE J JACKSON

FRONT OFFICE MANAGER

OCTOBER 20, 1990

CONTACTS

1648 Sycamore Fork Road
Ft Lauderdale, FL 33311

(954) 249-9500

eddie@jkimail.com

eddie.com

JOB OBJECTIVE

Looking for work as a Front Office Manager in order to practice my learned skills and put my experience to the test.

EDUCATION

Master's Degree in Business
Administration, 2012
Texas Chiropractic
College, Pasadena, TX

JOB EXPERIENCE

Front Office Manager- ImmediaDent 2016 - Present

- Performed tasks of a Front Office Staff to facilitate service.
- Participated in interacting with guests and ensuring that shift duties were handled by front desk employees.
- Reviewed incoming groups and ensured all blocking needs and front office requirements were met and relayed information to appropriate associates.
- Checked daily for VIP rooms and special accommodation requests.
- Ensured cleanliness and orderliness of all workspace and storage areas.

Front Office Manager- Audigy 2014 - 2016

- Oversaw front desk operations and ensured clients received 100% satisfaction.
- Developed and recommended the budget, labor cost plans, and objectives and managed within those approved plans.
- Managed guest accounts to ensure correct rates were being applied, appropriate rate authorization was obtained where necessary, and a method of payment was being received.
- Ensured all needed reports and checklists were run and completed.
- Maintained information on prices, rates, specials, packages, programs, etc., while ensuring all staff were trained in all areas.

Nursing Resume

The nursing field is run by different kinds of nurses like student nurses, ER nurses, OR nurses, and basically those in the industry of nursing. All of them need a nursing resume to land a job in their preferred hospital or healthcare facility. [Nursing resumes](#) point out all experiences, career certifications, qualifications, and skills needed.



JUDITH F RAMIREZ

NURSING CLINICAL INSTRUCTOR

CAREER OBJECTIVE

To secure a position in a reputed organization as a Nursing Clinical Instructor where my abilities and education will be utilized to the fullest.

PROFILE

I am applying for the position of Nursing Clinical Instructor. I am a very passionate. A person who can multitask things. I am interested tighting up with this company. I am willing to learn new things from my field.

EDUCATION

Master's Degree in Nursing, 2012
Howard University, Washington, DC, DC

EXPERTISE



PROFESSIONAL SKILLS

- Strong experience in working as a professional nurse providing direct patient care.
- Familiar with direct client care in applicable nursing specialty areas.
- Familiar with adult learning principles, curriculum development and implementation.
- Outstanding knowledge of Word, Excel, PowerPoint and other computer skills.
- Exceptional knowledge of providing personal and academic counseling.
- Huge knowledge of questioning, listening and showing concern and respect for others.
- Proficient in writing skills to communicate effectively in memos, letters, and via email.
- Immense ability to track and manage multiple students/projects.
- Remarkable ability to communicate clearly.
- Outstanding ability to effectively teach undergraduate and graduate students.
- Amazing ability to work within a collaborative faculty environment.
- Uncommon ability to communicate effectively in both oral and written form.

CONTACT

1623 Animoore Road
Queens, NY 11103
(718) 726-320
judith@ghimail.com



Media Resume

A [media resume](#) is used by journalists, communication professionals, and media practitioners. This document proves their experiences and skills. A media resume includes all the relevant work experiences of the media professionals to help them secure a media job.



KIM E. YOUNG

ASSISTANT MEDIA BUYER

CONTACTS



4342 Poe Road
Myrtle Beach, SC 29579



(843) 236-2487



kim@vwxmail.com



kim.com

CAREER OBJECTIVE

Seeking an opportunity to become a valued member of your company by practicing my skills as Assistant Media Buyer to their fullest potential.

EMPLOYMENT HISTORY

Assistant Media Buyer, 2016 - Present

IPG Mediabrands

- Negotiated with media sales companies to obtain the best rates and most appropriate media spaces in broadcast, cable, print, radio and outdoor.
- Developed advanced media knowledge, evaluated media research, developed POVs, deeper understanding of buying and planning processes.
- Kept abreast of new media developments through contacts with professional organizations, publications and vendors.
- Requested and reviewed pre and post logs from cable, broadcast and local networks
- Performed day-to-day management of client media plans.

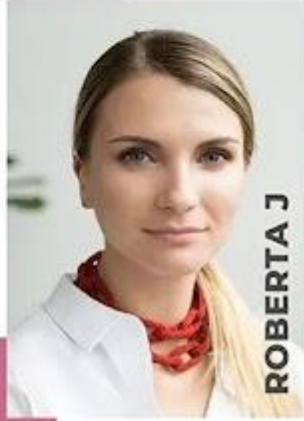
Assistant Media Buyer, 2014 - 2016

Mullen

- Tracked media expenditures to ensure agency and client budget compliance.
- Collaborated with clients and media team members to resolve media billing issues.
- Maintained the records of all media buys, revisions, make-goods and credits.
- Participated in meetings with media representatives when requested by the Media Buyer.
- Negotiated and purchased television, radio, and print media for all accounts within an assigned group of markets.

Librarian Resume

Librarians are every library's guardian angel. Their job description includes administering library services and assisting in every library needs. With this, a [librarian resume](#) comes in handy for those who wish to become librarians and become stewards of literary works.



ROBERTA J
JAMES

I am applying for the position of Data Librarian. I am a very passionate, A person who can multitask things. I am interested sighting up with this company. I am willing to learn new things from my field.

CAREER OBJECTIVE

Looking for work in this field with the position as a Data Librarian in order to practice my learned skills.

EDUCATION

Bachelor's Degree in Library and Information Management, 2012
Dakota State University, Madison, SD



4233 Tadewood Farms
Newark, NJ 7102



(973) 546-4804



roberta@stunail.com

EXPERTISE

Leadership



Ability to train,
Coach and
mentor



Defining and
Implementing Plans



Interpersonal and
Communication Skills



1 2 3 4 5 6 7 8 9 10

PROFESSIONAL SKILLS

- Familiar with researching and providing input for the design of databases.
- Familiar with institutional (DSpace, Fedora, Digital) and subject repository systems.
- Outstanding knowledge of statistical and spatial software for data analysis and with online and network based information systems.
- Deep knowledge of trends and issues in higher education, research, and technology.
- Exceptional knowledge of research principles and data acquisition methods used for compiling demographic, economic, social, geographic, transportation.
- Huge knowledge of best practices regarding systems, methodologies, and procedures for collecting, organizing, maintaining, and archiving information.
- Proficient in common metadata standards, e.g., DDI.

Job Resume

A [job resume](#) is a foolproof resume that works for almost all professions. This document details all the necessary personal and professional information of the applicant. There is a wide variety of ready-made fillable job resume options on [Template.net](#).



LAURA HAMSHIRE

✉ infolaurahamshire.com 📍 3692 Wescam Court Fallon, Nevada

☎ (053) 123 4567 🌐 laurahamshire.com



Language

English ● ● ● ● ● ● ● ●

Spanish ● ● ● ● ● ● ● ●

German ● ● ● ● ● ● ● ●

British ● ● ● ● ● ● ● ●

Hobbies



Travel



Music



Reading



Writing

LH

Career Objective

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Work Experience

Manbalay Bay | 2020

Front Desk Clerk | OJT

Litionsequo omnis aut quo dis aceaquunt mi, cus eatur.

Sharadon Hotel | 2019

Housekeeper | Intern

Litionsequo omnis aut quo dis aceaquunt mi, cus eatur.

Educational Attainment

University of Queensland | 2015 - 19

BS Hospitality Management

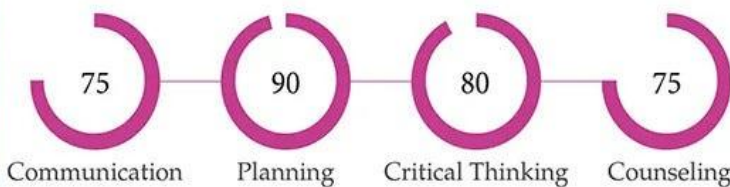
Litionsequo omnis aut quo dis aceaquunt mi, cus eatur.

University of Nevada | 2013 - 15

BA Tourism Management

Litionsequo omnis aut quo dis aceaquunt mi, cus eatur.

Personal Skills



IT Resume

[IT resume](#) is used by information technology professionals. This document details their profile, education, work experiences, certifications and attainments, and skills. Template.net offers IT resumes for fresh graduates, executive roles, and other IT positions.



2089 Hummingbird Way
Boston, MA 2110



(781) 960-5445



kayla@vwxmail.com

KAYLA M. GILBERTSON

IT OPERATIONS MANAGER



JOB OBJECTIVE

Seeking a position of IT Operations Manager in which my abilities and experience can aid in the growth of the company.

RELATED SKILLS

- Familiar with optimizing IT operations costs via automation, organization, and process improvement.
- Familiar with providing operational support for both packaged and custom/complex applications.
- Outstanding knowledge of supporting systems deployed on Sun One Web Server 6.0 and Sun Java System Web Server 8.1 running on Solaris platform.
- Exceptional knowledge of supporting some or all of the following database management systems: Sybase Adaptive Server Enterprise, SQL Server 2000/2005, Oracle 9i/10g, Dbase 3+, and IBM DB2 8.1.
- Deep knowledge of supporting the following application servers: Windows Server 2003, IIS 6, Project Server 2003/2007, SharePoint Portal Server 2007, BizTalk Server, Internet Security and Acceleration (ISA), Active Directory, Exchange, and Crystal Enterprise X/XI Server).

EMPLOYMENT HISTORY

Healthcare

A [healthcare resume](#) is an employment document for doctors, nurses, medical technologists, and other healthcare professionals. This will come in handy for those aiming for better opportunities and trying on new career adventures. A healthcare resume includes education history, profile, relevant professional experiences, and skills.

**Address**

4113 Owagner Lane Seattle, WA 98101

**Phone**

(206) 296-9789

**Email**

dawn@jklmail.com

**DAWN J. KELLY**

HEALTH CARE CASE MANAGER

OBJECTIVE:

Seeking a position as Health Care Case Manager in a reputed organization where I can utilize my knowledge and experience.

RELEVANT SKILLS:

- Extensive experience in a payer environment.
- Familiarity with Electronic Medical Records.
- Familiarity with internet software, Spreadsheet software and Word Processing software.
- Profound knowledge of Scope of Nursing Practice in states where licensed.
- Outstanding knowledge of dealing with teenagers.
- Exceptional knowledge of computer, general office and communication equipment.
- Huge knowledge of health care and managed care delivery systems.
- Proficient in correct grammar, spelling, and English usage.
- Proficient in utilization of critical thinking in timely decision making.
- Extreme ability to prioritize time and tasks efficiently and effectively.
- Outstanding ability to manage multiple demands.
- Amazing ability to function independently.
- Immense ability to prioritize work.
- Remarkable ability to interact with emotional, disturbed, and chemically-dependent students in a warm and confident manner.
- Uncommon ability to learn the use of a microcomputer and various software programs.

EXPERIENCE:

Film Resume

[Film resumes](#) are useful for film professionals like actors, directors, writers, and camera persons. This document provides a clean and easy-to-use document for these professionals to start with. There is plenty of variations of a film resume in Template.net, such as film director resume, film programmer resume, film editor, and film assistant resume.

FERNANDO N FOWLER

FILM DIRECTOR

I am applying for the position of Film Director. I am a very passionate person who can multitask things. I am interested in working with this company. I am willing to learn new things from my field.

EXPERTISE

Cleaning

Ability to train,
coach and mentor

machine operation and
maintenance

Problem-solving

1 2 3 4 5 6 7 8 9 10

4455 Biddie Lane
Richmond, VA 23219

(804) 644-7864

fernando@mnomail.com

CAREER OBJECTIVE

Seeking a Film Director position in a stable company where I can use my skills to benefit the company.

EDUCATION

Bachelor's Degree in Film Studies, 2012
Concord University, Athens, WV

PROFESSIONAL SKILLS

- Highly experienced in working as an assistant film director.
- Familiar with the filmmaking process.
- Familiar with filmmaking techniques and equipment is vital, as is learning how to work with actors to create a performance.
- Outstanding knowledge of all aspects of film production, from acting to lens technology.
- Exceptional knowledge of overseeing the post-production phase of the movie.
- Deep knowledge of managing the work of the other production staff and delegating tasks accordingly to realise the final production.
- Huge knowledge of using creativity and technical knowledge to plan each shot of a film, coordinating lighting, sound and camera crew members.
- Proficient in coaching actors and directing them towards the required performances.

Resume Uses, Purpose, Importance

It is already established that a resume plays an essential role in career building. Resumes allow people to know your value based on your personal and professional information. Check more of the uses, purposes, and importance below:

Introduction

A resume acts as an introduction of yourself to the company. For this reason, a resume must be short but concise and comprehensive. Resumes set an employer's first impression of you.

Marketing

Marketing when defined means the act or process of selling something. In this case, a resume is a marketing document that sells you and your experiences. A resume is your own marketing material for the company you are applying for.

Showcase Qualification

A resume details one's qualifications for the job. It is important to note that a resume is tailored-fit to the job you are applying for, hence only including the relevant qualification for that certain position. Your qualification is your niche among other applications, and a resume emphasizes that.

Get the job

Among the main aims of a well-written resume is to secure an interview with the employer. A resume is your ticket to level up in the application process and hopefully land the job.

Database

A resume is your database of all your professional experience. This must showcase your skills earned, knowledge made, and accomplishments. A resume is a shorter version of your longer database, CV.

What's in a Resume? Parts?

Profile

One of the highlighted parts of a resume is the profile. This section contains your name, address, and contact information like your mobile number and email.

Photo

Although optional a photo humanizes your resume. This sets the first impression of the employers to a person and not just to a mere paper. The common photo sizes are 2×2 or 1×1.

Resume Summary

A resume summary is one's objective. This is a personal note that details your present and future goals, especially if you land the job. A resume summary can be at least 1 to 4 sentences long.

Experiences

As they say, experience is the best teacher. This part of the resume contains a list of your relevant career and education experiences. This part varies from one to another and acts as your niche among other applicants.

Education

Educational background is among the important part of one's resume, especially if the job requirements state a certain educational attainment. This part prints your education history from secondary education to middle school to high school and university/college.

Skills

Skills are your advantage. Skills are your natural talents, your nurtured gifts, developed capabilities, and your expertise.

Character Reference

Most people do not include character references on their resumes, but including one can ease an employer's decision-making. Character references are people you have worked with and those who are a good judge of your character.

Hobbies and Interests

Whether you are into food, beauty, sports, law, photography, or other interests in life, putting them on your resume personalizes the document. Hobbies and interests are optional parts of a resume but provide with a slice of your life.

Resume Anatomy

Photo



EARL WEATHERBIN
LAWYER

8300 234 5478 / 234 5478
North Shore, Florida
weatherbin@gmail.com
linkedin.com/weatherbin

Profile

Resume
Summary

Experiences

Education

OBJECTIVE

I have been working in this industry for 6 years, with my most recent experience being a Lawyer at Community Lawyers in Florida. I possess valuable skills such as persuasiveness and sound judgment that I believe make me best suited for the position of a Lawyer in this company.

EXPERIENCE

2016 - Present

Community Lawyers

Lawyer

I was held responsible for representing clients in criminal and civil and other legal proceedings on legal transactions in Florida.

2014 - 2015

Florida Legal Court

Lawyer

I was held responsible for representing clients with minor cases, legal proceedings and transactions.

EDUCATION

2012 - 2014

MASTER OF BUSINESS LAWS

Saint Clementine University
36 P Emerson Street, California

2008 to 2012

BACHELOR OF LAWS

Saint Clementine University
63 M Wood Street, Florida

HIGH SCHOOL | 2004 to 2008

North Shore High School
12 M North Street, Florida

ELEMENTARY SCHOOL | 1999 to 2004

North Shore School
12 M North Street, Florida

SKILLS

Analytical ability
Attention to detail
Logical reasoning
Awareness

Persuasiveness
Sound judgment
Writing ability
People skills

HOBBIES

Strolling at the beach
Playing chess with my friends
Playing word games

Swimming
Surfing the internet
Playing the guitar and piano
Singing and Acting



Hobbies
and Interests

Skills

How to Design a Resume?

1. Choose a resume size.
2. Fix on an idea for your resume.
3. Select a resume template.
4. Gather all needed personal and professional information.
5. Start encoding or filling in the template.
6. Save a copy and convert it into different file formats.

How to Design a Resume?

STEP
01

Choose a resume size.

Fix on an idea for your resume.

STEP
02

STEP
03

Select a resume template.

Gather all needed personal and professional information.

STEP
04

STEP
05

Start encoding or filling in the template.

Save a copy and convert it into different file formats.

STEP
06

Resume vs. CV

A resume is a brief summary of all relevant personal and professional information.

CV or curriculum vitae is a comprehensive database of one's educational background, career experiences, skills, hobbies, interests, and portfolio.

What's the Difference Between a Resume, Cover letter, and Portfolio?

A resume is a custom-fit document for the job you are applying for and contains brief summary of your personal and professional experiences.

A cover letter is attached to a resume or curriculum vitae to show your personal side and convince an employer to hire you.

A portfolio is a database of all your work and output for the whole duration of your career.

Resume Sizes

A resume is a professional document, hence ensuring that its paper size fits with the universal standard is a must. The standard resume sizes are:

- Letter (8.5 inches x 11 inches)
- A4 (8.3 x 11.7 inches)

Resume Sizes

 **TEMPLATE.NET**

TYPE OF DOCUMENT	SIZES
Letter	8.5 × 11 inches
A4	8.3 × 11.7 inches

Resume Ideas & Examples

Resume ideas and examples help you level up your resume game.

- [Resume Ideas and Examples](#)
- [Instructor Resume Ideas and Examples](#)
- [Legal Resume Ideas and Examples](#)
- [Accounting Resume Ideas and Examples](#)
- [Management Resume Ideas and Examples](#)
- [Fashion Resume Ideas and Examples](#)
- [Educator Resume Ideas and Examples](#)
- [Cashier Resume Ideas and Examples](#)
- [Banking Resume Ideas and Examples](#)
- [Carpenter Resume Ideas and Examples](#)
- [Buyer Resume Ideas and Examples](#)

FAQs

What is a detailed resume?

A detailed resume contains all the necessary elements and parts of a resume, such as profile, education history, experiences, skills, and resume summary.

What do employers look for in a resume?

Employers look for your qualifications, your experiences, and your niche among other applicants.

What are the red flags in a resume?

Among the many red flags of a resume are grammatical errors, misspelled words, scattered information, and messy format.

What is the most effective resume?

Most employers have personal preferences when it comes to resumes; hence, there is no one effective resume, but whatever works for you is effective.

What should a good resume include?

A good resume includes all the necessary elements of a resume, profile, educational background, relevant experiences, and skills.

Why do resumes get rejected?

Resumes get rejected if the owner does not qualify with the needed requirements and qualifications of the company.

What are the absolute rules of resume writing?

Write short yet concise sentences, be sure to cover the basics, and only include relevant information.

What is the proper resume format?

The proper resume format depends on the nature of the work and the vibe of the company, however, all resume formats are accepted as long as they contain the elements needed for a resume.

What are resume keywords?

Resume keywords refer to the words or terms mentioned in the job description and job requirements.

What format should a resume be emailed in?

Most of the time, a resume in PDF file format is used to ensure that the document format won't move and all necessary details can be seen

Where can you create a resume?

Resumes can be created using word-processing software like MS Word and design software like Photoshop.

Is it necessary to include your schools on your resume?

Your education history with programs you took, schools, and other relevant information must be included in your resume.

Can I create a resume using my mobile phone?

Yes, you can use mobile apps that offer creator tools, resume templates, and blank templates.

What are other names of a resume?

A resume is often interchanged with biodata and curriculum vitae or CV, but all three are different from one another.

Is there a specific resume style that fresh graduates have to follow?

There are no specific resume styles or formats, however, you have to make sure that your document is clear, concise, and of the highest quality possible.

How to update a resume?

To update your resume, you have to keep an editable copy, constantly update the document, and save a new copy every time.