

Résumé Templates

With so much competition in today's job market, you need to leverage effective tools and resources to land a good job. With a polished, competitive résumé, you are well prepared to present yourself for any new job opportunity.



Résumé Guide

Get Noticed

Today's job market is competitive. Recent college graduates need to present themselves professionally to land their first good job. A polished, well-designed résumé is the first step. Take advantage of our simple clean résumé template.

Look Your Best

Making a good first impression is important when you are looking for work. Our Résumé Templates can help you present yourself professionally and help you get that job. Be sure to read through our Résumé Tips for sound advice on how to organize your résumé. Then download our Résumé Templates and choose the one that's right for you.

Add Your Touch

For a personal touch, try using a different font, but make sure it is easy to read and professional looking—stay away from overly decorative fonts. Think about other subtle things you can do to make your résumé stand out, like putting your name in color.

Paper Quality Counts

Remember, the quality of paper you choose also makes an impression. A well-designed résumé printed on quality paper tells your interviewer that you care about the details and want to make a good impression. Try Hammermill Laser Print, Premium Inkjet & Laser or Hammermill Digital Color Copy for smooth texture and crisp printing.

Check and Double-Check

After you have completed filling out your résumé, be sure to print it out. Sometimes typos or errors are easier to see on a printed page. Once you've made your corrections, print it out and check again! It can be embarrassing to notice a typo as you hand over your résumé to a prospective employer, and that can shake your confidence and also give an impression that you are not careful. So it's worth the time to check and check again! Once you are satisfied with the result, be sure to print out a few copies on high-quality paper such as Laser Print or Hammermill Digital Color Copy. Using high quality paper shows that you care about doing things well and makes a good impression.

Instructions

Minimal Template

1. Collect and organize all pertinent information needed to write your résumé.

2. Open the included Résumé Template word document.

3. Edit the placeholder copy with your info.

4. Remember to keep it concise, consistent and clean.

| | |
|-------------------------------------|--|
| Full Name | |
| your_email@email.com Phone Number | |
| Street Address | |
| City, State or Province Zip Code | |
| Objective | Type your objective here by telling the employer what you can do for them and what their benefit by hiring you. |
| Education | University Name University City, State Your Degree Name Year of Graduation |
| Experience | Company Name (Most Recent) Position Title Month Year to Month Year · Description of position · Description of position · Description of position Company Name Position Title Month Year to Month Year · Description of position · Description of position · Description of position |
| Skills | Category of Skill: Written list of general skills and programs. |

Instructions

Functional Template

1. Collect and organize all pertinent information needed to write your résumé.

2. Open the included Résumé Template word document.

3. Edit the placeholder copy with your info.

4. Remember to keep it concise, consistent and clean.

| | |
|---|---|
| Full Name your_email@email.com XXX.XXX.XXXX Street Address City, State or Province Zip Code | |
| OBJECTIVE Type your objective here by telling the employer what you can do for them and what their benefit is by hiring you. | RELEVANT SKILLS · Skill 1 · Skill 2 · Skill 3 · Skill 4 · Skill 5 · Skill 6 |
| EDUCATION & CERTIFICATION University Name Your Degree Name Year of Graduation | RELEVANT COURSES · Skill 1 · Skill 2 · Skill 3 · Skill 4 · Skill 5 · Skill 6 |
| EXPERIENCE Company Name (Most Recent) Position Month Year to Month Year Short description of high-level job responsibilities. · Description of position · Description of position · Description of position Company Name Position Month Year to Month Year Short description of high-level job responsibilities. · Description of position · Description of position · Description of position Company Name Position Month Year to Month Year Short description of high-level job responsibilities. · Description of position · Description of position · Description of position Company Name Position Month Year to Month Year Short description of high-level job responsibilities. · Description of position · Description of position · Description of position | PERSONAL SKILLS · Skill 1 · Skill 2 · Skill 3 · Skill 4 · Skill 5 · Skill 6 REFERENCES Name your_email@email.com XXX.XXX.XXXX Name your_email@email.com XXX.XXX.XXXX |