

Resume Templates August 2023

YOUR NAME



(MOST JOBS)

123 Home Address, HomeCity, HomeState HomeZIPCode

BEST CONTACT PHONE#, ONE EMAIL ADDRESS

Summary/Objective: This section is either a summary of your qualifications or the reason you are sending the resume to this company. This section should contain 1 or 2 sentences such as: Warehouse employee with 10 years experience in lumber and clothing industries OR Seeking a truck driving job with runs on Monday through Friday.

Experience

Position Title Starting Month and year to Present or Last Month and Year

ABC Corporation, City, State

- Two or Three Bullet Points about what you did in this job.
- Pick things like what you would do at the job to which you will send the resume.
- Keep each bullet point to a sentence, ideally which fits on a single line.

Position Title#2 Starting Month and year to Last Month and Year

DEF Company, City, State

- Experience should go from most recent to furthest back.
- Line up the Month and year information as close to the right margin as possible.
- Make sure to use readable font sizes. This template is Times New Roman, Fonts 12 to 16.

Position Title#3 Starting Month and year to Last Month and Year

GHI Company, City State

- When listing your prior jobs, most companies are particularly interested in the last 2 to 5 years. Try to get at least that time period covered.
- If a job in that 5 year window doesn't fit well with the job you're pursuing, highlight a general business skill you learned there instead of other specific tasks. Feel free to only include one or two bullet points instead of three.

Position Title#4 Starting Month and year to Last Month and Year

JKL Company, City State

- If you have relevant experience further back, add that in as well. More than 10 years back may not be too helpful beyond establishing your experience in an industry.
- Keep initial contact resumes to 1 page. Most studies show that people who do recruiting usually only read about 2/3rds of the first page before making a decision.
- Consider making a more comprehensive resume for interviews. The primary difference is feel free to use as many bullet points in each position as you desire. If the resume ends up being 14 pages, oh well.

EDUCATION/CERTIFICATIONS

List any that are mentioned or seem related. Listing colleges degrees will tend to have less value the further into your career for many fields. Certifications demonstrating proficiency in related areas will be of greater value.

Resume Templates August 2023

YOUR NAME



(PROFESSIONAL)

123 Home Address, HomeCity, HomeState HomeZIPCode

BEST CONTACT PHONE#, ONE EMAIL ADDRESS

Summary/Objective: This section is either a summary of your qualifications or the reason you are sending the resume to this company. This section should contain 1 or 2 sentences such as: Warehouse employee with 10 years experience in lumber and clothing industries OR Seeking a truck driving job with runs on Monday through Friday.

Experience

Position Title

Starting Month and year to Present or Last Month and Year

ABC Corporation, City, State

- Two or Three QUANTIFIABLE Bullet Points about what you did in this job.
- Pick things like what you would do at the job to which you will send the resume.
- Keep each bullet point to a sentence, ideally which fits on a single line.

<QUANTIFIABLE: Office, management, and most other professional job searches can be aided by finding ways to quantify your experience. “Balanced company accounts” doesn’t sound nearly as good as “Balanced 5 company accounts with balances ranging from \$25,000 to \$25,000,000 at any given time and 30 to 50 transactions per day.” The latter allows the person reading the resume to learn quite a bit more about what was done. While it is possible that this information might hurt in some ways, the additional information shows an attention to detail which can help offset any perceived shortfall in those experiences.>

Position Title#2

Starting Month and year to Last Month and Year

DEF Company, City, State

- Experience should go from most recent to furthest back.
- Line up the Month and year information as close to the right margin as possible.
- Make sure to use readable font sizes. This template is Times New Roman, Fonts 12 to 16.

Position Title#3

Starting Month and year to Last Month and Year

GHI Company, City State

- When listing your prior jobs, most companies are particularly interested in the last 2 to 5 years. Try to get at least that time period covered.
- Look at the **Most Jobs** template in the bullet points for some additional general tips, but here are some additional specifics for Professionals.
- Professional jobs typically have a larger need for a comprehensive resume FOR INTERVIEWS! Presenting a one page resume initially still tends to have great effect, especially when combined with Quantification. When you think about the number of boring meetings you’ve sat through, this starts making sense: managers want employees who can get to the point!
- Professionals who have left their primary field for a period can consider leaving this as a gap up top and adding a note near the bottom with a brief explanation. An example would be: Concerning the time from Mar 2020 until Jan 2021, I spent that time doing volunteer work...

Certifications and Education – add these near the bottom with an emphasis on things relevant to the job.

Resume Templates August 2023

YOUR NAME



(New to the Workforce)

123 Home Address, HomeCity, HomeState HomeZIPCode

BEST CONTACT PHONE#, ONE EMAIL ADDRESS

Summary/Objective: This section is either a summary of your qualifications or the reason you are sending the resume to this company. This section should contain 1 or 2 sentences such as: Graduating Master's degree candidate focused on Cartoon studies seeking professional opportunity OR Recent graduate of GREAT University seeks first Marketing position.

Experience

(Most new graduates will have nothing to put in this section. In that case, leave it out of the resume. It's fine. Companies interviewing new graduates know experience will tend to be missing.

However, if you have relevant experience, list this first! You're proud of the diploma, but experience has more value to a prospective employer!)

Position Title Starting Month and year to Present or Last Month and Year

ABC Corporation, City, State Full Time or Part Time

- Two or Three Bullet Points about what you did in this job.
- Pick things like what you would do at the job to which you will send the resume.
- Keep each bullet point to a sentence, ideally which fits on a single line.
- Add "Full Time" or "Part Time" below the dates worked. Mostly matters if you worked full-time but it heads off a question which is likely to come up. This scores points for anticipating the question!

Position Title#2 Starting Month and year to Last Month and Year

DEF Company, City, State

- Experience should go from most recent to furthest back.
- Line up the Month and year information as close to the right margin as possible.
- Make sure to use readable font sizes. This template is Times New Roman, Fonts 12 to 16.

Education

Degree Type (i.e. Bachelor of Science, Doctor of Philosophy, etc), Date earned (usually listed on the diploma),

Name of educational institution bestowing the degree

Overall GPA (**if better than 3.0**), Subject Matter GPA (**if better than 3.0**) (GPAs less than 3.0 will be assumed since you are claiming a degree, but not listing your GPA. Don't lie about this as companies may request transcripts and usually will not accept even a single piece of deception!)

Degrees should be listed in descending order from Doctorate > Masters > Bachelors > Associates > High School.

NOTE: Those with Doctorates and Masters degrees WHO WISH TO WORK IN THAT FIELD should do some additional research. I have not placed people where these degrees were their primary qualification and strongly suspect that additional information about research done will play into how to build your early resume.



GENERAL TEMPLATE NOTES

When should I use a resume?

Having a resume rarely hurts a candidate, so an argument can be made for ALWAYS having a resume when looking for a new job.

Having said this, many jobs where people use their hands (warehouse workers, forklift operators, machinists, machine operators, builders, construction workers, etc.) will tend to run off applications. In these cases, some of the information may appear redundant. However, for these types of work, having a resume can simplify the application. Ask if you can just attach a copy of the resume instead of filling in the work history. Even if not, you will have the information readily available instead of trying to keep it all in your head.

Which resume template should I use?

If you are new to finding a job, use the **NEW TO THE WORKFORCE** resume. Your education is most likely your biggest asset to find a job.

If you have three or more years of experience, companies will tend to care less about your education and more about your experience. This is the point where you transition to either the **Professional** or **Most Jobs** resume.

To decide between the **Professional** or **Most Jobs**, I recommend looking at two primary elements: *does the job mostly work in an office or does the job involve managing other employees*. There are additional professional jobs that don't fall into these categories, but this captures probably 80% of the positions out there. If this doesn't fit you, feel free to use the **Most Jobs** template.

If in doubt, I suggest using the **Professional** template. (*Psst: Here's a secret, they're essentially the same with the primary difference being the quantification!*)

Why does BeardHR recommend QUANTIFICATION?

Quantification does several things.

- 1) It is the resume equivalent of "showing" instead of "telling".
- 2) It demonstrates a tangible element of your work skills. This gives the person reading your resume a yardstick to measure your skills against.
- 3) This yardstick can also become a measure for the other candidates. While some may be better positioned than you, since the idea came from your resume tends to help you be considered.
- 4) It demonstrates your ability to identify key metrics. If done correctly, knowing these metric points out your attention to detail and tends to move your resume higher into the consideration piles.
- 5) It demonstrates an understanding of accountability.
- 6) It demonstrates your willingness to do some extra work. Let's be honest, most people don't take the time to quantify their work because it requires extra effort. As someone who went through tens of thousands of resumes over the years, that extra effort stands out.