

LEARNERS NOTES | 2018-19

RESUME TEMPLATE

• STANDARD RESUME STRUCTURE • FORMATTING

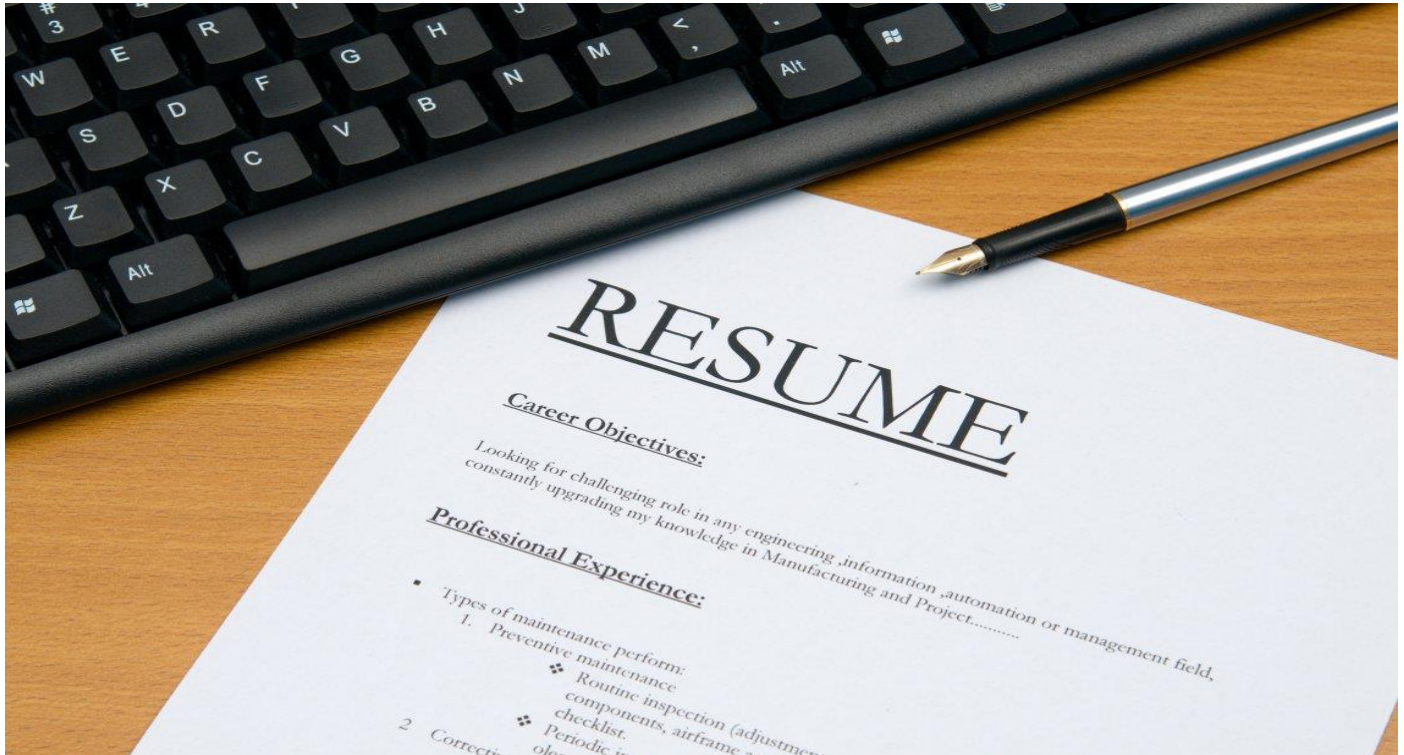
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RESUME TEMPLATE

STRUCTURE OF A STANDARD RESUME FORMATTING – USE OF COLOUR AND FONT



INTRODUCTION

The resume template you choose makes an important first impression. The best resume templates and resume layouts look professional, and there are many free resume templates or low-cost, creative resume templates as well. So instead of starting from scratch and worrying about how to make your resume in Microsoft Word, look at these resume structures to make your resume successful.

RESUME TEMPLATE – HOW IT HELPS?

In the world of job interviews and job applications, making a good first impression is one of the most important things. Thus, you should put your best foot forward and build a resume that is creative, comprehensive, and compelling so it conveys the message of who you are, the talents and skills you possess, and how

beneficial you can be as an asset to prospective employers.

However, building a resume can be quite overwhelming when you think about all the information you have to incorporate, and you might even begin to wonder how you should go about it. Well, there is an interesting and easy way you can do this and achieve your desired results. It's called a resume template.

Using a resume template to build your resume helps you organize and set out your information in a unique and appropriate way.

There are lots of benefits and advantages of using a resume template to build your resume. Read on for some of the most interesting benefits you should consider when deciding whether to use a resume template.

1. Organize Your Resume



It is very important that your resume is organized and filled out appropriately. A well-organized resume looks more professional than one that is not organized. Using a resume template helps you organize your thoughts and ensures that everything is filled in its appropriate place. It helps you remember important details that should be on your resume, making sure that nothing important is left out.

2. No Experience Needed



You don't need any experience to create your resume using a resume template. Templates are always very easy to fill out and if you are not satisfied with the arrangement, you can modify it to best suit your individual needs as the job-seeker.

A lot of people don't have a clue about how to start typing or building a resume from scratch. If you're anything like me and you are one of those people, you can keep things simple by using a resume template and be assured that you have correctly filled in every critical detail you require for the job application.

3. Make a Great First Impression



Your resume is the first understanding and impression that an employer gets of you.² It sets out your skills, talent level(s), experience, and all the other information an employer would need to know in order to understand your potential as a candidate for the job in question. If your resume is not properly written or constructed, you might not even be considered or given a chance to prove yourself. Using a creative resume template would help you adequately showcase your skills and talents to an employer.

4. Save Time



Designing and building your own resume from scratch can be time-consuming and after spending lots of time and energy on it, you might not end up with a good result, especially if you are not familiar with great resume building. Using creative resume templates would be a good way to save your time and show your potential employers that you have the necessary skills for the job.

Using resume templates is also a time-saving advantage if you are applying for more than one job. Creating different types of resumes for the jobs you are applying for could take a lot of time because not every job requires the same resume format because you might need different skills for different jobs and clients.

With a resume template, you can easily modify the template and create several versions of your resume that suit other job industry standards if you are applying for several jobs at the same time. That way you would have the appropriate resume format for each desired position or job that you are applying for.

From saving time to making a great first impression, there are lots of advantages and benefits of using a template and these are just a few of them. There are also several template building websites and applications that you can use to achieve this.

STRUCTURE OF A STANDARD RESUME

RESUME FORMAT IMPORTANCE

The format of your resume is just as important as the information you put in it. Resume formats can determine the way a recruiter or hiring manager perceives you, and more importantly how the ATS parses each section included in your resume. Your resume format is the first quick impression of you both personally and professionally.

Formats are also important in capturing the recruiter or hiring manager's attention. They most likely only have time to skim your resume, so your goal is to put the most important information about yourself in places that are easily seen (aka at the top). Don't hide accomplishments and relevant experience too deep within your resume.



Different resume formats highlight different aspects of your professional skills and accomplishments. Once you get an interview, you can go into more detail about yourself, but your resume should showcase the very best things. So, choosing the correct format, based on your professional history, can make a big impact on recruiters very quickly.

SECTIONS IN A RESUME

- **Contact Information:** In the contact information section of your resume, the following details are included:
 - ✓ Your full name
 - ✓ Address (including a permanent address if you have a temporary school address-list both)
 - ✓ Phone number(s) to contact you
 - ✓ Professional-sounding email address (i.e., avoid using something like young_babe@gmail.com)



IMPORTANT

In addition, you can also include your LinkedIn profile information or a website URL if you have a personal website.

Formatting the Contact Information resume section is really a matter of personal preference but stick to the guidelines of basic resume formatting to keep it looking professional.

- **Resume Summary:** A Summary of Qualifications or Profile resume section is used to draw attention to specific skills or qualifications that are relevant to a position for which you are applying. This section is optional, and its use largely depends on the field you are entering. In scientific fields, for example, highlighting your skills at the top of your resume is a good idea. Make sure to tailor the information you include to the position for which you are applying.



This resume section can take two forms: paragraph or bullet list. If you use paragraph form, keep the statement to three or four sentences maximum. Likewise, keep the number of bullet points somewhere between three and five. Label the information as “Summary of Qualifications” when using paragraph form, and label it “Profile” when using a bullet list.

- **Experience:** The Work Experience resume section appears on every resume. How the information is presented varies, however. You can list your work experiences by position, by company or by date. Regardless of how you list it, the following information is usually included for each experience:
 - ✓ Company/organization name

- ✓ Dates you worked for the company/organization
- ✓ The title of your position
- ✓ Your job responsibilities



In addition, you can include certain skills that were utilized at a job. This is often done when the job you are applying for is very different from your past experiences. When listing skills, try to make a connection between the skills you used and the requirements/responsibilities of the job for which you are applying.

- **Certifications(Optional):** Certificates obtained during schooling or any other time can be included in this section.



- **Education:** The Education resume section appears in all resume types. In this section, you want to list the highest degree you have obtained first, with other degrees following in reverse order of when you achieved them. Include the following information for each degree:
 - ✓ Name of the school/institution you attended
 - ✓ Date you graduated (or expected graduation date if you are a current student)
 - ✓ Degree level (Associate's', Bachelor's, Master's, Doctorate)

- ✓ Degree field (business administration, behavioural psychology)
- ✓ Minor (if applicable)
- ✓ Your GPA (This is not mandatory, but it is suggested to include this unless your GPA is below 3.0.)



- ✓ If you have not obtained a college degree, list coursework or certifications you have completed when they apply. However, only include information that is relevant to the position for which you are applying. Do not list your high school information unless it is the highest education you have achieved.
- **Skills:** Including a Skills resume section depends on the type of resume you are creating. A functional resume, for example, would focus on a Skills section where your skills fall across multiple work experiences and are transferable to the position you are seeking. Generally, you want to break a Skills section into three distinct skill sets; although, using only two is acceptable as well.



For a management position, the following three skill sets could be utilized:

- ✓ Supervision
- ✓ Administration

✓ Customer Service

Under each skill set, list at least three skills that fall under each set. You could include more but avoid exceeding five in an effort to keep your resume brief, to the point and easily scannable.

• Additional Section

RISKS WITH USING TEMPLATES

- **Same as everyone else:** Employers have developed a trained eye for spotting resume templates. Recruiters can spot them a mile away. The two benefits of using a resume is that it requires little time and effort to write your document. Basically, it's the lazy way of doing it.
- **A lot of the templates out there are substandard:** Templates are highly recommended and are supposedly written by an expert. Whoever these 'experts' are shall remain one of mankind's great mysteries. Unless you are in the career industry, telling which resumes are good, bad and ugly will be very difficult and not advisable.



- **You are selling yourself short:** Surely you deserve the best resume there is and not just a run-of-the-mill template ripped off from the web? By really taking the time to making your own resume, you will enhance your life skills as you have to master writing sales copy, creating a salesy layout and a format that is pleasing on the eye. It will take time to make a great resume, but the finished product can be used throughout your career (just update it every now and then!).

- **What a job seeker should do:** Go out and Google resumes in your field, both templates and resumes from actual people who have posted their documents publicly. Save up to 10 decent ones and start reading and getting a feel for the language, layout and formats. Then delete all the saved resumes and start with your own from a blank canvas. It will be full of inspiration from others and instead of copying what they have written, you will now cherry pick their components and putting them on paper with your own words. Writing a resume from scratch is hard work but it's doable for all of us and one thing is certain: it will get noticed.

A human recruiter generally searches for spelling errors, lack of relevant skills in a resume for automatic rejection

TIPS

Resume templates are a quick and easy way to start on your resume. A template includes the basic format of a resume. All you have to do is simply edit the document to include your personal information. Using a template can reduce the amount of time you have to spend formatting, allowing you to focus on ensuring that the content of your resume shines.

NOTE:

“ATS stands for Applicant Tracking Systems”

An ATS is a type of software application that handles the recruitment process, namely sorting through thousands of resumes, to determine which ones are the best fit for the positions for which they were submitted. Applicant tracking systems do not process your resume so differently from recruiters glancing at your resume, as both are looking for certain criteria for inclusion. Whereas human recruiters are often looking for grounds for automatic rejection, such as spelling errors or lack of relevant skills, applicant tracking systems operate by searching resumes for keywords.

Few reasons for the usage of ATS by recruiters are to keep a track of



candidates, to keep tabs on the list of resumes obtained, and to avoid accidents like missing resumes or deleting mails with resume

The ATS rank the resume of a candidate by checking If more number of keywords matches rank increases

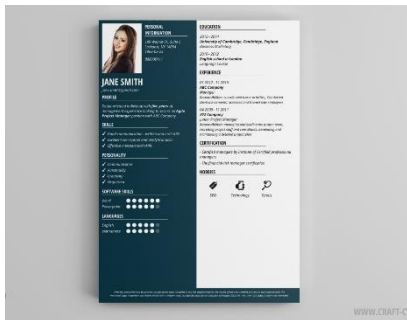
Now that you are clear about the structure of resumes let's focus on formatting to get the best resume done.

FORMATTING – USE OF COLOUR AND FONT

USE OF COLOUR IN A RESUME

Most resumes use a standard black and white format. There is a reason for this– bright colours are distracting and take away from your actual content.

With that said, you can use some colour if you want, just make sure it complements your content rather than detracts from it. Your name, as well as the headers throughout your resume can be modified– but make sure you use the same colour here to keep things uniform. A dark red, blue or green can be a nice touch.



USE OF FONT

Best font for a resume: Creating a clear, succinct resume requires multiple elements working in harmony. For this to happen, one thing is certain: don't use Comic Sans. Choosing an aesthetic font might seem daunting, but it doesn't need to be.

There are two key groups of fonts used globally: serif and sans-serif (i.e. “non-serif”).

Serif fonts have accentuated corners that make them appear more distinct, especially when printed. Sans-serif fonts simply don't

have these accents, which make them clearer at smaller sizes as well as on a computer screen.

Here's a breakdown of our top three serif and sans-serif options:

Top 3 serif choices:

1. **Times New Roman:** Times New Roman is a classic serif that looks good both on paper and on a computer screen. It's a safe, standard choice for any resume.



2. **Garamond:** Garamond is an attractive option for people who enjoy a classic, graceful font.



3. **Georgia:** Georgia is also a popular choice. Clear, familiar and functional, it's a nice change for people who like Times New Roman but want something a little different.

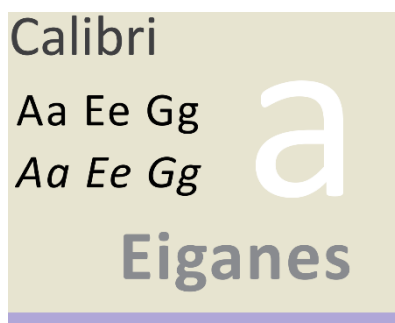


Top 3 sans-serif choices:

1. **Arial:** An excellent choice if you prefer the sans-serif style. It is easy to read, and familiar to many people due to its appearance on commonly used web applications like Gmail.



2. **Calibri:** Popular amongst professionals. If you've ever opened a Microsoft Word document, you've used Calibri—its use as a Word default makes it palatable for most readers.



3. **Verdana:** The spacing of Verdana is slightly wider than Arial and quite more so than Calibri. Choose this style if you're aiming for ease-of-reading.



MAKE SURE YOU REVISE

- ✓ RESUME SECTIONS
- ✓ ATS