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The Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesExperience AI-Powered CreativityThe Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesExperience AI-Powered Creativity When you sit down to write your resume, how you pitch those first few lines is crucial. Do you write a resume objective or a resume summary?The first paragraph of your resume will often determine whether a hiring manager reads the rest of your career story. There are two distinct approaches. It can be a summary of why your previous experience makes you a great fit for the role. Or it can paint a picture of your career objectives and explain how this next role will be a perfect move for you.Both are valid approaches, and some candidates may include both in their opening sales pitch. In this blog, we aim to explore each variant to enable you to decide which is right for your situation.This section sets the tone, offering a snapshot of the candidate's capabilities and aspirations, enticing recruiters to delve deeper into the resume. Both elements, when crafted with precision, can significantly enhance a candidate's appeal by succinctly showcasing their value proposition to prospective employers.Comparison between the resume profile, summary and objectiveResume.io resume summary generatorA resume summary is a concise section located at the top of your resume, designed to quickly capture an employer's attention by summarizing your most relevant qualifications, skills, and experiences. It acts as a professional snapshot, showcasing your career highlights and unique value proposition in a few impactful sentences. Tailored to the specific job, a well-crafted resume summary emphasizes how your background aligns with the role's requirements and the employer's needs. This personalized introduction sets the tone for your resume, enticing hiring managers to delve deeper into your accomplishments and consider you as a prime candidate for the position.If you are applying for a role that is a natural progression from your previous experience, a resume summary is a perfect way of beginning your sales pitch. What they have done in the past will translate directly to inform the hiring manager of your future potential.There are plenty of reasons why you should spend a significant amount of time crafting the perfect resume summary. And don't forget that this should be tailored for each role. If the hiring manager feels that you are not writing specifically for them, they will move to a candidate who writes like this is the only job for them. The benefits of a resume summary include: Provides a concise overview of your professional background Highlights your most significant achievements and skills Sets the tone for your resume by showcasing your personal brand Differentiates you from other candidates Includes keywords relevant to the job, enhancing ATS compatibility What is a resume objective?A resume objective is a concise statement that outlines an applicant's career goals and how they align with the prospective employer's needs. Positioned at the top of a resume, this introductory section is typically tailored to the specific job or industry, highlighting the candidate's skills, experiences, and ambitions. It serves to capture the employer's attention, conveying the applicant's immediate value proposition and their long-term professional aspirations. Effective resume objectives are clear, compelling, and demonstrate how the applicant's objectives support the company's goals, thereby making a strong case for why they are an ideal candidate for the position.When is a resume objective used?Resume objectives are typically used in two situations: at the start of a career or when changing industries. The past is not always the only hint at a bright future. Sometimes the best interviews hinge on an ability to paint a picture of your potential.Resume objective benefitsA resume summary won't be effective if your previous experience is either lacking or is not a fit with your future career aspirations. The resume objective is useful because it bridges the gap between past and present, uncovering your motivations and connecting the hiring manager to the version of you that they would see in the future. Benefits of a resume objective include: Clarifies career goals, guiding employers through your aspirations Tailors your application, customizing for the specific job or industry Grabs attention quickly, making a strong first impression Emphasizes transferable skills for the role Bridges experience gaps, focusing on your potential and future contribution Demonstrates enthusiasm and commitment, showcasing your genuine interest Facilitates career transitions, explaining shifts in industry or role Resume objective example When crafting a resume summary or objective, it's crucial to avoid generic and overly broad statements. These can fail to capture the unique value you bring to a potential employer, making your application blend in. Instead, tailor your summary or objective to the specific job and company, highlighting relevant skills, experiences, and achievements that align with the role's requirements. This customization demonstrates a genuine interest in the position and an understanding of how you can contribute.Resist the temptation to include irrelevant details in your summary or objective. Every piece of information should serve the purpose of illustrating your suitability for the role, excluding irrelevant hobbies, personal anecdotes, or skills not pertinent to the job can dilute the impact of your key qualifications. Stay focused on what's most relevant to the job description, ensuring that every word you use contributes to a strong case for your candidacy. Make a summary or objective exclusively about the job in question. Don't be modest here. They will expect you to try to impress them. In either a summary or objective, write 4-5 lines but be careful to stick to your best bits. Only include figures and growth percentages if they are truly impressive. Your resume objective helps tell the very quick story of who you are, what you bring to the table, and what kind of role you're looking for. It's often no more than two sentences long, so when writing one, you want to get to the point pretty fast. On Hunttr you can write a resume objective or summary using the resume builder to help you better position yourself to future employers. In this article, we'll explore what a resume objective is, when to use one, how to write one, and share some resume objective examples that you can copy and paste to help you get hired. Need help with your resume objective? Use Hunttr's AI-resume builder to help generate resume objectives. Sign Up for Free What is a resume objective?A resume objective is a one to two sentence summary about your goals and reasons for looking for your next role. You can also use it to highlight why you're the best candidate for a role. Since people often tailor their resume to a specific position, you should consider tailoring your resume objective for every role you apply to as well, to help you land more interviews at the kind of companies you want. These days you can use our resume summary generator to create a summary that includes your career objective, and then use the paraphrasing tool by zeroppt.com or Summarizer.org to further refine the generated summary for clarity and precision. When to use a resume objective1. When you're joining the workforceA resume objective can be helpful when joining the workforce as you can share your academic achievements and your goals for your first entry-level role out of school.2. When you're trying to highlight a nicheA resume objective can be helpful when you bring a very specific value add in a big industry. For example, if you're a marketer who specializes in startups, you might highlight that specific call out in your resume objective, so people know it's what you excel at.3. When you're making a career changeYou often hear stories of people making drastic career changes like a teacher who becomes an HR manager or a nurse who joins the tech industry. Your resume objective would highlight this novel choice while highlighting some transferable skills you've developed to help qualify you for the role you're applying for.4. When you're moving to a new locationWhen you're moving to a new city, a resume objective can help clarify why your previous work experience is in another location. If you're applying to jobs from abroad or accessing local platforms while traveling, using VeePN for Mac can help you securely connect to region-specific job sites and protect your personal data on public networks.5. When you want to highlight a resume gapWith layoffs, family leave, or mental health leave, it's common to sometimes have an extended gap on your resume. If you want to explain your reason for your resume gap, you could share it in your resume objective to help give you the consideration you need to re-enter the workforce.How to write a resume objective1. Get to the pointYou only have about two sentences worth of space in your resume objective. So, when writing one, you'll want to get to the point fast. For example, "An experienced marketer with over 10 years of experience who helps startups grow into household names"2. Tailor it to the position you're applying forYour resume objective should be tailored for every job you apply to. You should highlight why you're qualified for a role based on the job description you find online. Services like EduBirdie can help with reviewing and refining your resume to ensure it effectively showcases your strengths and aligns with your career goals.3. Lead with your biggest accomplishmentIf you've had a big win in your career, highlighting it in your resume objective can help you stand out among other job seekers. For example, "A content marketer who's generated over 30 million views in a single calendar year looking for a full-time position."4. Explain why you're the best candidateWhat's your competitive advantage in the job search? Zero in on it for your resume objective. Share why you're the most qualified candidate applying for a role to help you boost your chances of getting hired. For example, "A developer who's built from the ground up three SaaS products that have been acquired in the last eight years."5. Use Hunttr to generate resume objectives150 Resume Objective ExamplesGeneral objective for resumeTo leverage my skills and experience in this industry and achieve results on a cross-functional teamSeeking a challenging experience where I can apply my skills and experience in a new roleLooking for a part-time position to learn and develop new skills in a fast-growing industryTo secure a meaningful position that aligns with my values and passionsTo contribute my diverse skills in a generalist role at a growing companySeeking an opportunity to develop new skills to become a more well-rounded employeeTo utilize my leadership skills to help drive growth, empathy, and vision in an established companySeeking a role where I can help deliver results for a new company and apply my years of experience to channel fast growthTo contribute my strong work ethic on a collaborative team looking to scale in the next twelve monthsTo implement new processes and strategy in a growing organization to drive more growthStart building your resume todayCustomer service objective for resumeTo leverage my problem solving skills and positive attitude in a customer service environment to deliver more delightful experiencesCustomer service representative seeking a part-time position to help surpass customer expectationsCustomer service manager looking to utilize my interpersonal skills in a leadership roleTo leverage my product knowledge to deliver the best customer experienceSeeking a customer service role to apply my conflict resolution skills in a meaningful way to enhance positive experiences for customersTo gain an entry-level role in customer service to expand my work experience, interpersonal skills, and work with a teamTo apply my customer service skills in a meaningful way while improving people's shopping experiencesCustomer service representative with 10 years of experiences in delighting customers in storeCustomer service representative who thrives in fast-paced environments, loves making customers happy, and handles high ticket volumes with easeCustomer service representative who loves building meaningful relationships with customers to increase brand loyaltyCustomer service representative with expertise in call center quality assurance, seeking to enhance customer satisfaction through meticulous service monitoring and process improvements.Resume objective for career changeSelf-motivated to transition into the [industry name] industry after spending [number] years in [industry]Seeking a career transition where I can develop new skills while sharing transferable skills from [industry]To apply my growth mindset into a new career pathTo apply my ability to learn quickly to a new careerTo gain an entry-level position in a new careerTo transition into a meaningful and rewarding career in [industry] after spending [number] years as a [job title]To leverage my background in [industry] in a new setting for the [industry name] industrySeeking an opportunity to make a positive impact in a new industry after spending [number] years in [industry name] industryTo transition into a new career path that reflects my values, passions, and interestsTo contribute fresh ideas and perspectives in the [industry name] industry after spending [number] years in the [industry name] industryLooking to change careers? Build your new resume todayResume objective for high school studentSeeking a part-time role to gain work experience while completing academic responsibilitiesTo apply my strong work ethic and transferable skills in a part-time role to gain hands-on experience, learn new skills, and build relationships in a part-time roleHighly motivated student looking to gain work experience in a part-time role while pursuing academic studiesDedicated student seeking to gain [industry] skills while pursuing studiesHigh school student with [industry] skills looking for meaningful part-time workHigh school graduate looking to enter workforceHigh school student with experience learning about [topic] student to apply knowledge in a [industry] roleRecent high school graduate with a passion for [industry] looking for their first role out of schoolSeeking a part-time position to develop new skills in preparation of joining the workforce full-timeNursing objective for resumeSeeking a nursing position where I can apply my clinical skills, empathy, and calmness to provide excellent patient careTo contribute my knowledge of medical procedures in a healthcare team settingSeeking a nursing role to use my clinical expertise to help care for patientsNurse with over 10 years of experience looking to leverage clinical experience in a new settingNurse seeking a an opportunity to provide compassionate care to patients in a dynamic healthcare settingTo leverage my nursing education in a hands-on environment where I can continue to learn and grow as a nurseTo contribute my strong attention to detail to provide patients with safe and compassionate careSeeking a nursing position in a healthcare facility that prioritizes the growth of nurses and fosters a safe work environmentSeeking a nursing position, including CRNA jobs, in a healthcare facility that prioritizes the growth of nurses and fosters a safe work environmentTo make a positive impact on patients in a nursing role that's challenging me to expand my clinical knowledgeSeeking a nursing position that values compassion, teamwork, and excellent in patient care deliveryIT objective for resumeIT professional seeking a position where I can apply my technical expertise to solve challenging problemsSeeking an IT role to utilize my cybersecurity skills to protect sensitive data and mitigate security risks by implementing measures such as anti phishing systems and data protection best practicesIT specialist looking to work with cutting-edge technologies and develop technical skills furtherTo contribute my experience in network administration and troubleshooting to ensure reliable IT operationsTo leverage my database management skills and data analytics experience to drive informed decision-making and business intelligenceSeeking a role that allows me to apply my expertise in IT infrastructure management to ensure seamless connectivity and system performance.To contribute my knowledge of IT governance and compliance standards to maintain regulatory requirements and data integritySeeking an IT position that values continuous learning and professional development, allowing me to stay current with IT trends and best practices.To utilize my skills in system administration and IT support to provide technical assistance and resolve user issues effectivelySeeking a position where I can apply my knowledge of data governance principles while utilizing data management software to ensure data accuracy and security.Healthcare objective for resumeSeeking a healthcare position where I can utilize my clinical skills and compassionate nature to provide exceptional patient care.To contribute my knowledge of medical terminology and healthcare protocols to support the healthcare team in delivering quality servicesSeeking a role that allows me to apply my expertise in patient assessment and care planning to improve health outcomes.To provide compassionate and patient-centered care while adhering to ethical standards and best practices in healthcareSeeking an opportunity to work in a dynamic healthcare environment where I can continuously learn and grow as a healthcare professional.To leverage my communication skills and empathy to establish trust with patients and provide them with personalized careSeeking a healthcare position that values collaboration, teamwork, and a commitment to improving patient experiences.To apply my experience in healthcare administration and management to ensure efficient operations and quality patient servicesSeeking a role where I can apply my knowledge of healthcare regulations and compliance to ensure patient safety and confidentiality.To contribute my strong attention to detail and organizational skills to ensure accurate documentation and streamlined workflows.Objective for resume engineerSeeking an engineering position where I can apply my technical expertise and problem-solving skills to contribute to innovative solutions and projects.To leverage my knowledge of engineering principles and design methodologies to develop efficient and sustainable solutionsSeeking a role that allows me to utilize my experience in [specific engineering field] to address complex challenges and drive technological advancements.To contribute my expertise in [specific engineering software/tools] to optimize processes and improve productivity in engineering projectsSeeking an opportunity to work in a collaborative environment where I can apply my creativity and engineering skills to develop innovative products.To contribute my project management skills and leadership abilities to lead engineering teams and deliver successful projectsSeeking an engineering role that values continuous learning and professional development, allowing me to stay updated with industry trends and best practices.To apply my expertise in [specific engineering specialization] to design, analyze, and optimize systems for optimal performance and reliabilitySeeking a position where I can apply my knowledge of equipment requirements and standards to ensure compliance in engineering projects.To leverage my communication skills and teamwork abilities to collaborate effectively with cross-functional teams and stakeholders in engineering projects.In a unique niche? Use Hunttr for tailored resume objectives. Objective for dental assistant resumeSeeking a dental assistant position where I can utilize my clinical skills and knowledge to support dentists and provide excellent patient care.To contribute my expertise in chairside assistance, sterilization procedures, and patient education to ensure efficient and safe dental proceduresSeeking a role that allows me to apply my interpersonal skills and empathy to create a positive and comfortable experience for patients.To provide compassionate and professional chairside assistance to dentists while maintaining a clean and organized work environmentSeeking an opportunity to work in a dental practice where I can contribute my knowledge of dental instruments, materials, and procedures.To leverage my experience in dental radiography and infection control to ensure patient safety and regulatory complianceSeeking a dental assistant position that values teamwork, collaboration, and a commitment to delivering high-quality dental care.To apply my organizational skills and attention to detail to assist with scheduling appointments, managing patient records, and billing proceduresSeeking a role where I can use my communication skills to effectively communicate with patients and address their concerns.To contribute my dental assisting skills and knowledge of dental terminology to support the diagnosis and treatment planning process.Teacher objective for resumeSeeking a teaching position where I can utilize my passion for education and dedication to student success to create engaging and effective learning experiences.To contribute my expertise in [specific subject area] and curriculum development to inspire students and foster a love for learningSeeking a role that allows me to apply innovative teaching methods and technology integration to enhance student learning outcomes.To create a supportive and inclusive classroom environment where all students feel valued, respected, and motivated to achieve their full potentialSeeking an opportunity to collaborate with colleagues, parents, and stakeholders to plan, implement, and evaluate student growth and development academically, socially, and emotionally.To leverage my experience in differentiated instruction and assessment strategies to meet diverse needs of students and ensure academic successSeeking a teaching position in a school that values creativity, critical thinking, and lifelong learning as essential skills for student success.To apply my classroom management skills and positive behavior reinforcement techniques to create a positive and productive learning environmentSeeking a role where I can incorporate real-world applications and experiential learning opportunities to make learning meaningful and relevant for students.To contribute my communication skills and ability to build positive relationships with students, parents, and colleagues to promote a collaborative learning community.Objective for resume human resourcesSeeking a Human Resources position where I can apply my knowledge of HR policies, procedures, and best practices to support employee engagement and organizational success.To contribute my expertise in recruitment, onboarding, and talent management to attract, develop, and retain top talent for the organizationSeeking a role that allows me to utilize my interpersonal skills and empathy to support employees and address their needs and concerns.To provide strategic HR support in areas such as performance management, employee relations, and organizational development to drive employee satisfaction and productivitySeeking an opportunity to apply my experience in HR compliance, labor laws, and regulations to ensure legal and ethical HR practices.To leverage my skills in HR analytics and data-driven decision-making to provide insights and recommendations for workforce planning and optimizationSeeking a Human Resources position that values diversity, equity, and inclusion initiatives to foster a positive and inclusive work culture.To contribute my experience in employee training and development to enhance employee skills, performance, and career growth opportunitiesSeeking a role where I can lead HR projects and initiatives, such as benefits administration, compensation planning, and employee wellness programs.To apply my communication skills and conflict resolution abilities to facilitate effective communication and resolve employee issues and conflicts.Objective for phlebotomist resumeSeeking a phlebotomy position where I can utilize my skills and compassionate nature to ensure patient comfort and safety throughout the blood collection processSeeking a role that allows me to apply my expertise in blood specimen handling, and laboratory procedures in a healthcare setting.To contribute my attention to detail and organizational skills to maintain accurate records and documentation of blood samples collected.To apply my communication skills and empathy to establish rapport with patients and address their questions and concerns regarding phlebotomy procedures.To contribute my commitment to ethical and regulatory standards in phlebotomy practice, including patient confidentiality and HIPAA compliance solutionsSeeking an opportunity to work with diverse patient populations and adapt phlebotomy techniques to meet individual patient needs and preferencesSeeking a Phlebotomist position that offers opportunities for professional growth and skill development in areas such as specimen processing and laboratory operationsSeeking a role where I can collaborate with healthcare professionals, including nurses, physicians, and laboratory technicians, to ensure seamless patient care.To apply my knowledge of blood collection equipment and supplies to maintain inventory and ensure proper functioning and availability of phlebotomy tools.To leverage my training in patient identification procedures and specimen labeling to prevent errors and ensure accurate sample identification.Objective for truck driver resumeSeeking a Truck Driver position where I can utilize my extensive experience in driving commercial vehicles to transport goods safely and efficiently.To contribute my knowledge of transportation regulations, route planning, and vehicle maintenance to ensure on-time delivery and customer satisfactionSeeking a role that allows me to apply my excellent driving record and commitment to safety in delivering cargo in compliance with DOT regulations.To leverage my expertise in operating various types of trucks and trailers, including flatbeds, tankers, and refrigerated units, to meet diverse transportation needsSeeking an opportunity to work with a reputable transportation company and contribute my strong work ethic and reliability to meet delivery deadlines.To provide exceptional customer service and ensure proper handling and securement of cargo using advanced techniques and cargo handling procedures to ensure the safety and integrity of transported goodsSeeking a role where I can utilize my familiarity with GPS navigation systems and electronic logging devices to optimize route efficiency and compliance.To apply my experience in pre-trip inspections and vehicle maintenance to ensure the safe operation and roadworthiness of assigned trucks.Entry level objective for resumeSeeking an entry-level position where I can apply my strong work ethic, enthusiasm, and willingness to learn to contribute effectively to the team.To leverage my education and internship experiences to gain hands-on experience and develop new skills in a professional work environmentSeeking an entry-level role that offers training and mentorship opportunities to build a solid foundation for a successful career.To contribute my positive attitude, adaptability, and strong communication skills to support team goals and deliver quality workSeeking an opportunity to apply my academic achievements and coursework knowledge to real-world projects and challenges.To utilize my analytical abilities and attention to detail to contribute to data analysis, research, and problem-solving tasks in an entry-level positionSeeking an entry-level position in a company that values diversity, inclusivity, and a culture of continuous learning and development.To apply my customer service skills and passion for delivering exceptional experiences to support client needs and ensure customer satisfactionSeeking a role where I can gain exposure to different areas of the business and explore potential career paths within the organization.To contribute my organizational skills and time management abilities to prioritize tasks and meet deadlines effectively in an entry-level role.Resume objective for leadership positionsSeeking a leadership position where I can leverage my strategic vision, business acumen, and experience to drive organizational growth and success.To lead and inspire high-performing teams by fostering a culture of collaboration, innovation, and continuous improvementSeeking a role that allows me to apply my strong leadership skills, decision-making abilities, and emotional intelligence to drive organizational excellence.To contribute my expertise in strategic planning, financial management, and business development to achieve sustainable growth and profitabilitySeeking an executive leadership position where I can champion diversity, equity, and inclusion initiatives to create a more inclusive and equitable workplace.To lead by example and empower teams to achieve their full potential by providing mentorship, coaching, and professional development opportunities.To lead cross-functional teams and drive cross-departmental collaboration to achieve business goals and deliver exceptional resultsSeeking a leadership position that values employee engagement, talent development, and succession planning to build a strong leadership pipeline.To lead crisis management efforts and navigate complex challenges while maintaining a focus on resilience, adaptability, and organizational agilitySeeking an executive leadership position that values innovation and fosters a culture of creativity, risk-taking, and continuous learning.ConclusionIf you're currently working on your resume, you can use Hunttr's AI resume builder to help you come up with resume objectives tailored to your own job title and work experience. Hunttr's collection of job search tools also help you write your accomplishments, include relevant skills, and more. Plus, you can use Hunttr's resume tailor to tailor your resume to a job by extracting the relevant keywords job descriptions use to ensure you add the right keywords and phrases into your resume. If you're looking for resume help, sign up for Hunttr today. Share – copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt – remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution – You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in a way that suggests the licensor endorses you or your use. ShareAlike – If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions – You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation. No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Business document For other uses, see Résumé (disambiguation). An example of a résumé with a common format with the name John Doe. A résumé or resume (or alternatively resumé),[a][1] is a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often are used to secure new jobs, whether in the same organization or another.[2] A typical résumé contains a summary of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, a potential employer sees regarding the job seeker and is used to screen applicants before offering an interview. In the UK, EMEA, and Asian countries, a curriculum vitae (CV) is used for similar purposes. This international CV is more akin to the resumé—a summary of one's education and experience—than to the longer and more detailed CV expected in U.S. academic circles. However, international CVs vary by country. For example, many Middle East and African countries and some parts of Asia require personal data (e.g., photograph, gender, marital status, children) while this is not accepted in the UK, U.S., and some European countries.[3] In South Asian countries such as Pakistan and Bangladesh, biodata is often used in place of a resumé.[4] The word "résumé" comes from the French word résumer meaning "to summarize".[5] Leonardo da Vinci is sometimes credited with the first résumé, though his "résumé" takes the form of a letter written about 1481–1482 to a potential employer, Ludovico Sforza.[6][7] For the next 450 years, the resumé continued to be simply a description of a person, including abilities and past employment. In the early 1900s, résumés included information like weight, height, marital status, and religion. By 1950, résumés were considered more professional and less personal. In the 1960s, the beginning of the Digital Age, that résumés took on a more professional look in terms of presentation and content.[8] The start of the 21st century saw a further evolution for résumés on the internet as social media helped people spread résumés faster. In 2001 LinkedIn was launched, which allowed users to post their résumés and skills online.[9] Since, many SaaS companies began providing job seekers with free online résumé builders; usually templates to insert credentials and experience and create a resumé to download or an online portfolio link to share via social media. With the launch of YouTube in 2005, video résumés became common, and more and more high school students began to send them to different colleges and universities.[10] In many contexts, a resumé is typically limited to one or two pages of size A4 or letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain keywords or skills that potential employers are looking for via applicant tracking systems (ATS), make heavy use of active verbs, and display content in a flattering manner. Acronyms and credentials after the applicant's name should be spelled out fully in the appropriate section of the resumé to increase the likelihood they are found in a computerized keyword scan.[11] A resumé is a marketing document in which the content should be adapted to suit each individual job application or applications aimed at a particular industry. In late 2002, job seekers and students started making interactive résumés such as résumés having links, clickable phone numbers and email addresses. With the launch of YouTube in 2006, job seekers and students also started to create multimedia and video résumés.[12] Job seekers were able to circumvent the application for employment process and reach employers through direct email contact and resumé blasting, a term meaning the mass distribution of résumés to increase personal visibility with the job market. However, the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the resumé for each position applied for and its keywords [13] In order to keep track of all experiences, keeping a "master resumé" document is recommended, providing job seekers with the ability to customize a tailored resumé while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various resumé formats tends to produce results varying from person to person, for the occupation, and the industry. Résumés or CVs used by medical professionals, professors, artists, and people in other specialized fields may be comparatively longer. For example, an artist's resumé, typically focused on experience and achievements in the artistic field,[14] may include extensive lists of solo and group exhibitions. Résumés may be organized in different ways. The following are some of the more common resumé formats: A reverse chronological resumé, the current preferred standard as of 2024, lists a candidate's job experiences in chronological order (last thing first), generally covering the previous 10 to 15 years. Positions are listed with starting and ending dates. Current positions on a resumé typically list the starting date to the present. The reverse chronological resumé format is optimal for professionals who are making advancements in the same vertical.[15] In this format, the main body is the Experience section, starting from the most recent experience and moving chronologically backward through previous experience. The reverse chronological resumé works to build credibility through experience gained, while illustrating career growth over time and filling all gaps in a career trajectory. In the United Kingdom the chronological resumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications. Largely fall from favor.[16] the functional resumé listed work experience and skills sorted by skill area or job function and specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. The functional resumé was used by individuals making a career change, a varied work history, or relevant roles which were held some time ago. Rather than focus on the length of time that has passed, the functional resumé allowed the reader to identify those skills quickly. However, it has largely been replaced by hybrid resumé. A hybrid or combination resumé combines the best of the reverse chronological and functional resume formats. Opening with a profile or summary to showcase the most relevant information, it often continues with a section of highlights and/or a list of strengths before listing reverse chronological experience and education. This enables the candidate to present the most relevant strengths and impressive accomplishments at the top. This format is particularly helpful for candidates who have employment gaps, may have more than one to two short-term roles, or have relevant experience from early in their careers. It is also excellent for those who are looking to change fields or industries. The strength of this format is it spotlights relevant information up front and deemphasizes less relevant titles and less desirable chronological issues. A blind resumé is a modern and equitable style used by some employers to focus on an applicant's qualifications and experience by removing any personal identifying information that could potentially result in bias. By excluding or minimizing details such as the candidate's name, age, gender, address, or educational background, blind résumés aim to ensure that recruiters assess candidates based solely on relevant information like their academic qualification, abilities, experience, and skills, rather than on discriminatory factors such as ethnicity, gender, or academic pedigree, which do not provide meaningful insights into the candidate's qualifications. This method is designed to promote fairness, equality, and diversity in recruitment by reducing the impact of biases that often influence hiring decisions, particularly for racialized and diverse job applicants. Studies have shown that candidates with certain demographic characteristics, such as names associated with a particular race or gender, are often unfairly disadvantaged in the hiring process. While the challenge of deeply ingrained systemic bias cannot be fully addressed by blind résumés alone, and not all recruiters may be familiar with this approach, it is considered a best practice among some organizations and applicants. This de-biasing approach is promoted in environments where broader systemic changes to address biases in hiring practices, interviews, and promotions within organizations are still evolving.[17][18][19] As the Internet becomes largely driven by multimedia, job-seekers have sought to take advantage of the trend by moving their résumés away from the traditional to website résumés or e-resumés. Video and infographic résumés have gained popularity in the creative and media industries.[20] This trend has attracted criticism from human resources management professionals, who warn that this may be a passing fad and that multimedia-based résumés may be overlooked by recruiters whose workflow is designed only to accommodate a traditional resumé format.[21] According to Forbes, almost 85% of employers use Applicant Tracking Systems (ATS), and it is common for employers to only accept résumés digitally. This has changed much about the manner in which résumés are written, read, and processed, as paper-based résumés become an exception rather than the rule.[22] Many employers and recruitment agencies insist on résumés in a particular file format. Most prefer Microsoft Word documents, while others will only accept résumés formatted in PDF or plain ASCII text. Since almost all employers now find candidates through search engines and ATS, which use artificial intelligence (AI) to search, filter, and manage high volumes of résumés, it is critical to tailor résumés to ATS standard or risk being eliminated: according to the Harvard Business Review (HBR), 88% of employers believe qualified applicants are filtered out by ATS.[23] ATS and to some extent other search engines use natural language processors to parse résumés. Résumé parsers often correctly interpret some parts of the resumé while missing or misinterpreting others. The best résumé parsers capture a high percentage of information regarding location, names, and titles, but remain less accurate with skills, industries, and other less structured information, and can fail entirely if faced with formats they are not designed to handle. According to Indeed, the ideal ATS-friendly resumé uses Arial, Calibri, Cambria, Garamond or Georgia font, does not include graphs, tables, or headers (formatted headers not sections), and uses "keywords" or role-specific words and descriptions in a job description.[24] Shapes, text boxes, other graphic images should be avoided on résumés or they can set off ATS filters (each ATS varies). Résumés written following these rules are more likely to be correctly captured by, and ranked higher by, ATS, thereby making candidates more findable. AI tools can also be used to test résumés.[25] but AI-generated resume content must be rigorously verified and edited as generative AI produces very consistent sentence structure, and under different jobs with similar responsibilities, often repeats identical phrases. This can catch the attention of algorithms, so résumés must be edited carefully to be make it through ATS to be seen by potential employers.[26] Having a resume online was first pioneered by professions that benefit from the multimedia and rich detail of an HTML resumé (such as actors, photographers, graphic designers, developers, dancers, etc.[27]) but all job seekers should now have a digital version of their resumé available to employers and professionals who use Internet recruiting.[28] Background check Europass European Standardized model Federal resume Résumé fraud Curriculum vitae Cover letter Résumé parsing Video resume Ghost job ~ US: /ˈrɛzʊmeɪ/ UK: /ˈrɛzjʊmeɪ/ French: [ʁɛzɥm] ~ "résumé". 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