

[Click to verify](#)



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 any 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. A clean and timeless presentation that stands out in almost any situation.Simple or basic doesn't have to be a bad thing. In fact, sometimes a simple resume template is the best approach for a variety of positions. Our simple styles keep the focus on your accomplishments, experience, education, and everything in between to write your resume. After all, shouldn't you be the star of the show? Expert tip Just because your resume template is simple doesn't mean your resume has to be. In general, it's best to leave off "obvious" or "expected" skills like MS Word or internet research. Same goes with unrelated, outdated or irrelevant experience. Simple templates are versatile and work well across a variety of fields and job titles. In fact, some hiring managers prefer these stripped-down designs because it allows them to really evaluate the candidate's qualifications. So check out this classic collection of templates and don't be afraid to keep things simple!When to pick a basic or simple resume templateBasic or Simple templates are best for situations where your experience needs to speak for itself. Candidates applying for positions in transport and logistics, maintenance and repair, retail or food service can all benefit from simple resume templates. A basic or simple template sends the message that you're a clean and organized candidate who's ready to get the job done.Job-winning simple resume templatesWhile professions involving physical activity and labor can benefit from a simple layout, these templates are also great for students and those applying to entry-level positions. Before you go bold with loud colors and untraditional fonts, you may want to test the application pool waters with a simple template that keeps the focus on your experience.To make the most out of your basic template, make sure to keep the writing clean and professional. Since you don't have many pictures or colors to catch a recruiter's eye, you'll want to use strong action verbs that accurately capture your accomplishments. As always, proofreading your resume for grammar and spelling errors is a must.Top 5 why choose a simple layoutYou are looking for a clean and streamlined resumeYou work in a technical or physical fieldYou want to keep the focus on the content of your resumeYou are applying for an entry-level positionYou are a student or new to the workforceWhat makes a simple resume/ CV templateA simple or basic resume template is defined by a clean and consistent look with strong lines separating categories and leading the eye through the template. Most of these templates use a grayscale color scheme to create a subdued feel where the focus is on the actual content of the resume. Compared with other types of free templates, simple resumes place more emphasis on the body of the resume instead of the top. Related article Why a visual resume is essential in 2025 The importance of a visual elements in your resume is as important as its content. Effective job searches start with visually striking, technically functional and a content-optimized Resume Top 10 parts of a simple resume template Limited color scheme Timeless, classic feel Smaller header and more focus on resume body All sections of roughly equal size No icons or text flourishes Strong lines to separate sections Less space for headshot or logo Traditional font styles Great balance of white space to text A lot of room to add many lines of experience Free to download and use in Microsoft Word, as a PDF, or in Google DocsThe power of a simple resume template is that it allows you to focus on your unique qualities and get hired in the shortest amount of time possible. So don't get hung up on the last step. Once you choose your perfect template, try out our easy-to-use builder tool to add your work experience, soft skills, hard skills and achievements. Our builder tool has already been tested by thousands of satisfied customers who have found their dream jobs hassle-free.Finish your application strong by choosing the right file format to keep your resume consistent no matter how you send it. Within our builder tool, you can download your resume as a MS Word or Google Doc version completely free. You can also download your resume as a PDF. When you're ready to submit your resume, you want to be sure that the format you created is the format the hiring manager sees. That's why our templates give you the option to download your resume as a PDF or Word doc file without changing the formatting. A PDF guarantees your resume will look the same on any screen or device. However, docx files are requested by some online application systems and are useful if you need to adjust your resume offline. Our docx file downloads match the exact layout of the PDF, so whichever file type you choose you can rest assured that a perfectly formatted resume is in your hands. So what are you waiting for? It's time to find the best resume templates, add your personal touches and land your dream position in a few easy clicks! Don't forget to add matching simple cover letters to your resume. Each CV template has a matching cover letter template you can use to send along with your resume. Benefit from having access to the best resume examples and an easy to use system that does the work for you!Create a great resume from scratch with the assistance of our resume builder that walks you through the process. With the help of our experts, Resume.io breaks down the right formula for writing your resume with our writing guides/writing tips. Our Resume.io mission is to help job seekers grow careers. We love helping people stand out in their job search and get hired faster. Feel free to check out our YouTube resume template video show you the way to your new job. Build your resume in 15 minutesBuild your resume in 15 minutesUse professional field-tested resume templates that follow the exact 'resume rules' employers look for.Create my resume Imagine you're a recruiter scrolling through mountains of resumes every day, and you're looking for that one resume that grabs your attention from the get-go. This is where creating a simple resume comes into play. In a world where attention spans are shorter than ever, the need for a resume that grabs your eye in seconds is real. To help you create a resume that stands out in a world full of information overload, I've curated a list of simple resume templates across different industries that not only catches the eye but also gets you that foot in the door. Remember, it's not just about what you say on your resume — it's also about how you say it. So, if you're ready to discover how to stand out with the power of a simple resume, I'm about to uncover why less can truly be more when it comes to wowing the decision-makers in the hiring process. CREATE A SIMPLE RESUME FOR FREE Click to jump ahead: A simple resume is a streamlined and concise document that presents your qualifications, work experience, education and skills in a clear and straightforward manner. It's designed to quickly provide hiring managers with a snapshot of your professional background and suitability for a job. When designing a simple resume, avoid excessive embellishments, intricate designs or lengthy descriptions, focusing instead on presenting key information in an easy-to-read format. A simple resume is particularly effective when applying for roles that prioritize clear communication and straightforward qualifications. It allows recruiters to quickly assess whether your experience aligns with the job requirements and decide if you're a suitable candidate for further consideration. Designing a resume that speaks the language of a specific industry can significantly enhance your chances of standing out. Let's explore how to create effective resumes for different sectors while incorporating design elements that resonate with the below fields: If you're a college student on the hunt for your first job, a clean and modern college resume template that spotlights your educational achievements, relevant coursework, internships and any volunteer experiences is crucial. Opt for a CV design that exudes professionalism and enthusiasm, utilizing subtle colors and an easily readable resume font. This approach underscores your potential and readiness to contribute to the industry. Customize these free simple resume templates to get started: When it comes to the tech realm, showcasing your coding languages, technical expertise and significant projects takes center stage. Choose a tech resume template with a modern and tech-oriented aesthetic, aligning with the field's dynamics. Take a look at this basic resume template for software engineers: Design-wise, consider integrating minimalist icons or graphics that symbolize programming elements. Stick to a monochromatic color scheme with subtle variations. This adds a modern touch while keeping the focus on your expertise. For high school students embarking on their career journey, emphasizing academic achievements, extracurricular activities and part-time jobs is essential as a beginner in the workforce. Additionally, pursuing awards for high school students can further enhance their resume as they begin their careers. Similarly, crafting templates that align with your brand aesthetics while ensuring readability, creating a harmonious balance between flair and professionalism. Vennngage makes designing your resume a breeze with our user-friendly drag-and-drop interface and gallery of data visualization tools. Pick from a diverse range of charts, graphs and icons to ensure that the design remains clear, simple and consistent with your resume's overall aesthetic. For professionals, your corporate resume design should exude a sense of expertise and maturity. Choose a template that radiates professionalism, allowing your skills, certifications and leadership roles to take center stage. Maintain a clean and organized layout, utilizing consistent spacing and fonts to ensure ease of reading. Consider incorporating subtle design elements like headers or lines to separate sections, contributing to a streamlined appearance that captures your experience and qualifications succinctly. Here are some basic resume examples you can refer to for your professional resume: Regardless of your industry, always remember that the design of your resume should align with the nature of the role and your personal style. The goal is to present your qualifications and experiences in a visually appealing and easy-to-digest manner, ensuring that your resume stands out while maintaining a clean and simple aesthetic. In a world where attention spans are short and first impressions are crucial, the art of creating a simple yet impactful resume has never been more important. So, what should you include in this succinct document that can leave a lasting impression? Let's break down the essentials: Your resume's header should prominently feature your contact information, allowing employers to reach out easily. Include your full name, a professional email address, a phone number and optionally, your physical address. Detail your work history in reverse chronological order, starting with your most recent job. Each entry should include your job titles, the company's name and the dates of your employment (including the month and year). In your resume's bullet points, outline your key responsibilities and notable achievements. Quantify your accomplishments whenever possible to showcase the impact you made in each role. Provide concise information about your educational background. Include the degrees you've earned (e.g., Bachelor of Science), your major and minor (if applicable), the institution's name and your graduation date or anticipated graduation date. If you received any honors, awards or completed relevant coursework, consider including these details to showcase your academic achievements. Highlight your pertinent job skills in a dedicated section. This might encompass technical proficiencies, language abilities, software expertise and any relevant certifications you have held. Tailor your skills to match the requirements of the job you're applying for with a simple functional resume. If you have notable accomplishments or have been recognized for your contributions, you can showcase them in this section. Highlighting achievements underscores your commitment and capabilities to potential employers. If the role you're applying for aligns with specific projects you've worked on, consider including a section outlining these projects. Describe your role, responsibilities and outcomes, illustrating how these experiences are relevant to the position. While you don't need to provide contact details for references on your resume, you can mention that references are available upon request. This signals your willingness to provide additional information if requested. Crafting your simple resume with these sections in mind ensures that you present a comprehensive and relevant overview of your qualifications to potential employers. Each section serves a purpose in showcasing your skills, experiences and achievements in a concise and impactful manner. When creating a simple resume, the basic resume format plays a crucial role in presenting your information clearly and professionally. Here are nine formatting tips to help you craft an effective and visually appealing resume: Opt for fonts like Arial, Calibri, or Times New Roman. These resume fonts are widely recognized, easy to read and convey a professional tone. Maintain consistency in your formatting style throughout your resume. This includes headings, subheadings, font sizes, and text alignment. Use bullet points to list your responsibilities, achievements and skills. Bullet points break up text, making it more scannable and allowing recruiters to quickly identify key information. While it's acceptable to use bold or italics to emphasize certain points, avoid overusing these formatting options. Too much emphasis can create visual clutter and detract from the content. Aim to condense your content to fit on a single page. However, if you have extensive experience that's relevant to the job, it's acceptable to extend to a second page. Incorporate ample white space around your text and between different sections. White space enhances the overall visual appeal and makes your resume easier to navigate. If you're submitting a digital resume or sharing it online, consider including hyperlinks to your professional social media profiles, personal website or portfolio. Ensure that the links are relevant to your job application. Save your resume as a PDF file — this ensures that your formatting remains consistent regardless of the device or software used to open it. Customize your resume for each job application by highlighting the most relevant skills and experiences. Tailoring your resume demonstrates your suitability for the specific position. Remember, a well-formatted resume enhances readability and leaves a positive impression on recruiters and hiring managers. Lucky for you, Vennngage makes customizing your resume design a five-figure exercise. All you have to do is to pick your desired template, customize it and you're ready to start applying for your dream job. Creating a simple yet impactful resume requires careful attention to detail. Steering clear of common pitfalls can make a significant difference in how your qualifications are perceived by potential employers. Here are some mistakes to avoid: While aiming for simplicity, resist the urge to cram excessive information onto your resume. Stick to the most relevant and recent details to ensure that your resume remains easily readable. Many companies use Applicant Tracking Systems (ATS) to screen resumes. Incorporate relevant keywords from the job description to increase the chances of your resume passing through the initial screening. However, ensure that the incorporation feels natural and not forced. Avoid the temptation of using a generic resume for all applications. Tailor your resume to each job by highlighting the skills and experiences most relevant to the specific role. Elevate your accomplishments by including quantifiable results. Numbers and metrics provide tangible evidence of your contributions, making your resume more compelling. Use a professional email address for contact purposes. Avoid using email addresses that are too informal or might give the wrong impression to potential employers. For example, you can create a visually engaging infographic using icons or symbols. Each icon can represent an achievement, and you can vary the size or color to represent the magnitude of the accomplishment. Don't worry about having to search the web for royalty-free icons to add in your resume — Vennngage allows you to look like a designer without being one with polished illustrations and multi-purpose free icons to elevate your business designs. Browse our gallery of customizable infographic resume templates that can effectively demonstrate how your skills and experiences intersect. Proofread your resume meticulously to catch any spelling, grammar, or punctuation mistakes. These errors can undermine your professionalism and attention to detail. Consistency in formatting is crucial. Maintain uniform fonts, bullet styles, alignments, and overall layout throughout your resume to ensure a polished and cohesive look. Keep your resume concise and objective by avoiding the use of personal pronouns such as "I," "me," or "my." Instead, use a direct and impersonal tone to convey your qualifications. Steering clear of these mistakes can help your simple resume effectively showcase your qualifications, professionalism, and attention to detail. By presenting your information thoughtfully and professionally, you increase your chances of making a positive impression on potential employers. Yes, industries that value clarity and quick information absorption, like tech and healthcare, often find simple resumes more suitable. Absolutely, customizing a simple resume by highlighting relevant skills and experiences for each job increases your chances of being noticed. You can always use resume builders or pre-made templates to customize your resume with ease. You can add a personal touch through the content you choose to emphasize and the way you present your achievements in a simple resume. Additionally, consider including a concise 'Profile' or 'Summary' section that succinctly reflects your career aspirations, values, and how you align with potential career opportunities, injecting a touch of personality into your professional presentation. Tailor a simple resume to showcase your skills and experiences effectively, ensuring it aligns with the job you're targeting. To customize a simple resume example to align with your skills, tailor your bullet points to showcase how your skills were applied to solve specific challenges or achieve results in previous roles. Make your simple resume stand out by showcasing quantifiable achievements, using keywords from the job description and maintaining a clean, organized format. Simple resumes are generally suitable for most industries, but certain creative or highly specialized fields might prefer more elaborate formats. A simple resume prioritizes clarity, key achievements and relevant skills, while a traditional resume might include more detailed job descriptions and potentially a career objective or summary. The best simple resume format is typically the chronological or combination (hybrid) format. The chronological resume lists work experience in reverse order, while the combination format combines skills and experience. Choose the format that effectively presents your qualifications and aligns with your career goals. While not mandatory, including a tailored cover letter with a simple resume can provide additional context and showcase your enthusiasm for the position. Now that you have your resume ready, what about going the extra mile to put your best face forward with impressive cover letters? Design one in just minutes with Vennngage's cover letter maker today! Whether you're a fresh graduate, an experienced professional, or transitioning between industries, the art of simplicity in resume design can help you stand out in a crowded job market. The goal of a simple resume is not only to present information but to make a memorable impression that lingers in the minds of recruiters and employers. While it sounds like a lot of effort, designing a resume can be real simple. If you're looking to create a simple yet impactful resume, Vennngage's resume builder can be your secret weapon. Follow these five steps to craft a standout resume: Begin by selecting a clean and professional resume template from Vennngage's template library. Opt for a template that aligns with the level of simplicity you're aiming for. Replace the placeholder text in the template with your own information. Include your contact details, professional summary or objective, work experience, education, skills, and any additional sections you want to highlight (projects, awards, etc.). Adjust the colors, fonts and layout to match your personal style while maintaining a clean and professional appearance. Don't worry if you're not a designer — Vennngage's drag-and-drop interface makes it easy to rearrange sections and elements. Use visual elements like icons, charts or progress bars to showcase your achievements and skills. Be sure to incorporate quantifiable results to make your accomplishments stand out. Once you're satisfied with your resume, save it as a PDF or image file. Vennngage allows you to download your design in various formats by subscribing to a Premium or business account. Alternatively, if you're applying digitally, share your resume online for free with a shareable link. As you embark on your job search journey, remember that your resume serves as your first impression to potential employers. By drawing inspiration from these easy resume examples and tailoring them to your unique skills and experiences, you're equipped to create a resume that not only captures attention but also resonates with the essence of who you are as a professional. CUSTOMIZE A SIMPLE RESUME FOR FREE How can financial brands set themselves apart through visual storytelling? Our experts explain how Learn MoreThe 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' FavoritesHow can financial brands set themselves apart through visual storytelling? Our experts explain how Learn MoreThe 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' FavoritesBusiness 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)[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 resumé contains a summary of relevant job experience and education. The resumé 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 résúmer meaning "to summarize".[5] Leonardo da Vinci is sometimes credited with the first resúme, 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 resúme continued to be simply a description of a person, including abilities and past employment. In the early 1900s, resúmes included information like weight, height, marital status, and religion. By 1950, resúmes were considered mandatory and started to include information like interests and hobbies. It was not until the 1970s, the beginning of the Digital Age, that resúmes took on a more professional look in terms of presentation and content.[8] The start of the 21st century saw a further evolution for resúmes as social media helped people spread resúmes faster. In 2001 LinkedIn was launched, which allowed users to post their resúmes and skills online.[9] Since, many SaaS companies began providing job seekers with free online resúme builders, usually templates to insert credentials and experience and create a resúme to download or an online portfolio link to share via social media. With the launch of YouTube in 2005, video resúmes became common, and more and more high school students began to send them to different colleges and universities.[10] In many contexts, a resúme 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 resúmes 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 resúme to increase the likelihood they are found in a computerized keyword scan.[11] A resúme 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 resúmes such as resúmes 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 resúmes.[12] Job seekers were able to circumvent the application for employment process and reach employers through direct email contact and resúme blasting, a term meaning the mass distribution of resúmes to increase personal visibility within the job market. However, the mass distribution of resúmes to employers can often have a negative effect on the applicant's chances of securing employment as the resúmes tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the resúme for each position applied for and its keywords.[13] In order to keep track of all experiences, keeping a "master resúme" document is recommended, providing job seekers with the ability to customize a tailored resúme while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various resúme formats tends to produce resúes 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 resúme, 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 resúme formats: A reverse chronological resúme, 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 resúme typically list the starting date to the present. The reverse chronological resúme 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 resúme 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 resúme tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications. Largely fallen from favor,[16] the functional resúme 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 resume was used by individuals making a career change, a varied work history, or relevant roles were held some time ago. Rather than focus on the length of time that has passed, the functional resúme allowed the reader to identify those skills quickly. However, it has largely been replaced by hybrid resúme. A hybrid or combination resúme 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 too 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 resúme 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 resúmes 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 resúmes 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 resúmes away from the traditional to website resúmes or e-resúmes. Video and infographic resúmes 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 resúmes may be overlooked by recruiters whose workflow is designed only to accommodate a traditional resúme format.[21] According to Forbes, almost 85% of employers use Applicant Tracking Systems (ATS), and it is common for employers to only accept resúmes digitally. This has changed much about the manner in which resúmes are written, read, and processed, as paper-based resúmes become an exception rather than the rule.[22] Many employers and recruitment agencies insist on resúmes in a particular file format. Most prefer Microsoft Word documents, while others will only accept resúmes 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 resúmes, it is critical to tailor resúmes 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 resúmes. Résumé parsers often correctly interpret some parts of the resúme while missing or misinterpreting others. The best resúme 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 resúme 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 resúmes 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 resúmes.[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 resúmes must be edited carefully to be make it through ATS to be seen by potential employers.[26] Having a resúme online was first pioneered by professions that benefit from the multimedia and rich detail of an HTML resúme (such as actors, photographers, graphic designers, developers, dancers, etc.[27]) but all job seekers should now have a digital version of their resúme available to employers and professionals who use Internet recruiting.[28] Background check Europass European Standardized model Federal resume Résumé fraud Curriculum vitae Cover letter Résúme parsing Video resume Ghost job ^ US: /ˈrɛzʊmeɪ/ UK: /ˈrɛziəmeɪ/ French: [ʁɛzɥmɛ] ~ "résumé"; Merriam-Webster Online. ^ "Resume" | Define Resume at Dictionary.com". Dictionary.reference.com. Retrieved 8 March 2017. ^ "Customizing Resumes for Different Countries and Cultures". www.linkedin.com. Retrieved 12 December 2024. ^ Sehgal, M. K. (2008). Business Communication. Excel Books. p. 392. ISBN 9788174465016. ^ "resume". Merriam-Webster. Retrieved 9 March 2015. French resúme, from past participle of résúmer to resume, summarize, from Middle French resumer ^ Pratt, Siofra. "3 Lessons Every Job Seeker Can Learn from the World's Oldest CV". LinkedIn. Retrieved 8 June 2015. ^ "The Skills of Leonardo da Vinci". Lettersofnote.com. 28 March 2012. Retrieved 8 June 2015. ^ "The 500-Year Evolution Of The Resume". Business Insider. Retrieved 2 December 2016. ^ "The History of the Resume". davron.net. 10 February 2016. Retrieved 31 July 2021. ^ "The 500-Year Evolution Of The Resume". Business Insider. Retrieved 31 July 2021. ^ "How to Write Powerful and Memorable HR Resumes". 19 May 2021. ^ "The 500-Year Evolution Of The Resume". Business Insider. Retrieved 31 July 2021. ^ Chen, Zhisheng (February 2023). "Collaboration among recruiters and artificial intelligence: removing human prejudices in employment". Cognition, Technology & Work. 25 (1): 135–149. doi:10.1007/s10111-022-00716-0. ISSN 1435-5558. PMC 9516509. PMID 36187287. ^ "How to Write an Artists' in 10 Steps". thepracticalworld.com. The Practical Art World. 12 February 2011. Retrieved 6 November 2023. ^ "Reverse Chronological Resume Format: Focusing on Work History, Growth - For Dummies". Dummies.com. Retrieved 22 December 2015. ^ "The Death of the Functional Resume: Why It No Longer Works". www.linkedin.com. Retrieved 12 December 2024. ^ "Can Blind Hiring Improve Workplace Diversity?". Society for Human Resource Management. ^ "Is Blind Hiring the Best Hiring?". The New York Times. ^ "When Blind Hiring Advances DEI — and When It Doesn't". Harvard Business Review. 1 June 2023. ISSN 0017-8012. ^ Shontell, Alyson (27 February 2013). "10 Resumes That Got Worldwide Attention". finance.yahoo.com. Retrieved 25 June 2014. ^ "Recruiters Tell Us: Do Résumé Fads Really Work?". forbes.com. 18 May 2012. Retrieved 25 June 2014. ^ Garone, Liz (23 June 2014). "To Print or Not to Print". bbc.com. Retrieved 25 June 2014. ^ Hamilton, Dr Diane. "Your Résumé Passed AI Screening: How To Also Stand Out To Recruiters". Forbes. Retrieved 12 December 2024. ^ Taylor, Suzanne (21 August 2023). "How To Write an ATS Resume (With Template and Tips)", indeed. Retrieved 10 December 2023. ^ Zwan, Gwen van der (11 June 2019). "Robots reviewed my resume and they were not impressed". TNW | Work2030. Retrieved 12 June 2021. ^ Rojas-Galeano, Sergio; Posada, Jorge; Ordoñez, Esteban (3 October 2022). Nlasihi, Mehrobakshh (ed.). "A Bibliometric Perspective on AI Research for Job-Résumé Matching". The Scientific World Journal. 2022: 1–15. doi:10.1155/2022/8002363. ISSN 1537-744X. PMC 9550515. PMID 36225947. ^ "How to Write an Actor's/Singer's CV". Kent University. ^ Presley, Eric (8 May 2008). "An E-Friendly Résumé in 5 Easy Steps". cnn.com. The dictionary definition of curriculum vitae at Wiktionary Bennett, Scott A. The Elements of Résumé Style: Essential Rules and Eye-Opening Advice for Writing Résumés and Cover Letters that Work. AMACOM, 2005 ISBN 0-8144-7280-X. Whitcomb, Susan Britton. Resume Magic: Trade Secrets of a Professional Resume Writer, Third Edition. JIST Publishing, 2006. ISBN 978-1-59357-311-9. Thiollot, Jean-Pierre.Euro CV, Paris, Top Editions, 1997. ISBN 2-87731-131-7 Retrieved from "