

Click to prove
you're human



A skill-based resume created especially for the job-seekers that are pursuing a career change or are recent graduates. A simple and easy to follow resume template. Perfect for more conservative industries which prefer less flashy templates. The hybrid template is a combination of functional and reverse-chronological and focuses on both skills and experiences. A straightforward format that gives equal importance to all resume sections, emphasising skills and work experience. This general format can be tailored according to your personality and skills to apply for jobs in most industries. One of the best resume layouts to choose when you wish to showcase your IT expertise. Apply and get shortlisted for tech jobs with the tech resume template that will impress hiring managers. This template combines two professional resume formats. It's a mix of the reverse-chronological resume and the functional resume format. Absolutely all our resume templates are entirely ATS-friendly. We ensure that each template uses a clean layout, simple fonts, and clear headings, making it easy for Applicant Tracking Systems (ATS) to read and process your information. Our templates are optimized to include proper keyword placement and avoid complex graphics, so you can be confident that your resume will pass through ATS filters and reach recruiters. Take full control of your resume's layout with customizable options. Rearrange sections and structure your content to match your personal style or industry standards, ensuring your resume stands out. Access a wide variety of professional fonts to give your resume a polished and unique look. From modern and minimalist to elegant and bold, find the perfect typeface to reflect your personality and profession. Choose from an expanded library of themes designed to make your resume visually compelling. Tailor the design to match your career goals and create a lasting impression with color schemes and styles that captivate. Highlight what matters most with specialized sections for achievements, certifications, volunteer work, and more. Perfect for tailoring your resume to specific industries or roles, ensuring no detail is overlooked. Make your resume memorable by incorporating creative background elements. Subtle patterns or clean designs let you showcase professionalism while adding a touch of personality. Easily showcase your skills and competencies with visual rating styles. Whether its circles, bars, or other creative formats, this feature makes your qualifications instantly understandable and engaging. Land your dream job in the creative industries by using this creative resume template, which will make your application stand out. Easily personalize this basic resume layout that can be completed in under ten minutes through our intuitive process. It can be hard to stand out from the crowd, but this modern resume sample will take care of this. Executive resume sample with a contemporary approach and eye-catching design that makes sure your application will be spotted first. Simple resume layout for conservative industries, which is a minimalistic upgrade from the traditional resumes. A functional resume template that works for all industries and will emphasize your strengths & work experience. A professional resume sample that has been approved by various recruiters and helped numerous people get their dream job. An updated and contemporary version of the 21st-century college resume template, being an alternative to the old styles. We've created our professional resume templates to highlight your experience and skills in a clean, polished format that appeals to recruiters across industries. Designed to make a lasting impression, these ATS-friendly templates ensure a professional look. All our resume templates are powered by our advanced AI resume builder, designed to simplify the resume-writing process and deliver a standout result. You'll receive intelligent content suggestions, keyword optimization, and ATS-friendly formatting with each template. Our 2+ page CV templates are ideal for those with extensive experience, academic achievements, or detailed professional histories. Each template can accommodate more information while maintaining a clean, structured layout. Perfect for academics, researchers, and seasoned professionals. Our modern resume templates blend clean design with contemporary style to make a strong first impression. These templates feature streamlined layouts, subtle color accents, and enhanced readability, perfect for job seekers wanting a professional and stylish resume. Our traditional resume templates come with a clean, classic look emphasizing professionalism and simplicity. Perfect for conservative industries or roles that value a straightforward approach. Our student resume templates are crafted to help you showcase your education, skills, and relevant experience, even if you're just starting. With optimized sections for academic achievements, internships, and projects, these templates provide a clear and structured format that's perfect for entry-level positions, internships, and more. Our graduate resume templates are designed for recent grads who are new to the professional world. With a focus on showcasing your education, skills, and any internship or project experience, these templates offer a polished look that helps you make a strong first impression as you start your career. Our combination resume templates blend a skills-focused layout with a detailed experience section, ideal for showcasing your abilities and work history. Perfect for career changers or professionals with diverse backgrounds, these templates highlight what you do best while providing a comprehensive view of your accomplishments. Our creative resume templates are designed for professionals who want to add a unique flair to their application. With eye-catching layouts, stylish typography, and subtle design elements, these templates are perfect for creative fields like design, marketing, and media. Stand out while keeping it professional with a template that reflects your individuality. Our simple resume templates offer a straightforward, minimalist design that focuses on clarity and readability. Ideal for professionals who prefer a clean, easy-to-read layout, these templates let your experience and skills take center stage without any unnecessary distractions. Perfect for any industry where a polished, minimalist-style resume is valued. Our one-page resume templates are designed to help you present your qualifications in a concise, focused format. Ideal for professionals who want to make a quick yet powerful impression, these templates make every detail count. Perfect for entry-level roles, busy hiring managers, or industries where brevity is key. Our two-page resume templates are ideal for professionals with extensive experience or those in fields requiring detailed information. These templates provide the extra space needed to showcase your skills, accomplishments, and career history without sacrificing clarity or readability. Perfect for senior roles, technical positions, or anyone with a rich professional background. We offer both free and premium resume templates, so whatever your budget might be, you can still take advantage of our resume builder. Whether you're a creative advertiser looking for an outside-the-box creative resume template, or a banker seeking a more professional resume template, we've got a template for you. If you've tried other resume builders, you've probably experienced this: You spend hours creating a resume, and when you click download, you get hit with a paywall asking you to subscribe. At Novorsum, we don't do that. We have NO hidden fees - upgrade to Premium ONLY if you LOVE our resumes! All Novorsum resume templates are built with the most popular Applicant Tracking Systems (ATS) in mind. What this means for YOU is that whichever job you apply for, the CV filtering software they use will be able to read your resume (and NOT automatically discard it). Novorsum is one of the few resume builders that I recommend online. Their resume templates are modern and eye-catching, and will grab an employer's attention. As a former Recruiter, if a candidate sent me a resume built with one of these templates, I would take notice and be impressed. The software also makes it easy to enter your info and handles all of the formatting for you, so you can get your resume ready to send out as quickly as possible. I recommend these templates whether you're a recent graduate or experienced candidate. When I consult people on resume writing, the most common question that I am asked is about the content and what components to add or avoid, when they have less than 5 years of work experience. On this platform, you not only have access to many options, but you get guidance on what to choose and why. When the work experience is less than 5 years, the other components such as languages, projects, volunteering experiences, hobbies etc, make a huge difference. For over 10 years now, I've been on both sides of the fence, career counseling, and recruitment, and let me tell you, the writer's block hits hard when it comes to drafting your resume. Novorsum not only offers you a smart and modern template for you to fill in, but their team has also crafted a winning combo of aesthetics and functionality that will inspire you to apply for the job you thought was out of your league. Give it a try! Choosing the right resume format is crucial for effectively presenting your qualifications and making a strong impression on potential employers. Reverse-Chronological Format: Most times, this format is the best choice for most job seekers. It lists your work experience in reverse-chronological order, starting with your most recent position and working backward. This format is favored by recruiters because it clearly demonstrates your career progression, stability, and relevant experience. The functional format focuses on your skills and abilities rather than your employment history. This is particularly useful for individuals with limited work experience, such as recent graduates or those changing careers. By emphasizing transferable skills and achievements, you can present yourself as a strong candidate, even if your job history isn't extensive. The combination format merges the strengths of both the reverse-chronological and functional formats. It allows you to highlight your skills while also providing a detailed work history. This format is especially beneficial for high-level managers or professionals with diverse experiences, as it enables you to showcase both your expertise and significant accomplishments. Email: youremail@gmail.com Location: City, State, Zip Code LinkedIn: linkedin.com/in/yourprofile/ Driven [industry name] professional with [# of years] years of experience in the field. Seeking to bring my expertise and strong skillset to [Company Name] as a [job title you're applying for]. Skilled in [relevant skill #1] and [relevant skill #2], with a commitment to supporting [Company Name]'s growth and long-term objectives. [Company Name, City, State] [Action Verb] + [Accomplishment] (e.g., Organized and led weekly team meetings to enhance project communication) [Action Verb] + [Result with Metrics] (e.g., Managed a team of 5 to increase project efficiency by 20%) [Relevant Task/Skill] + [Outcome] (e.g., Implemented new software system, reducing processing time by 30%) [Company Name, City, State] [Past Action Verb] + [Achievement] (e.g., Developed and executed marketing campaigns, boosting engagement by 15%) [Task/Responsibility] + [Impact] (e.g., Streamlined onboarding processes, reducing training time by 25%) Honors / GPA if 3.6 or higher (e.g., Graduated Cum Laude, GPA: 3.8) Hard Skills: [Skill 1], [Skill 2], [Skill 3] (e.g., Data Analysis, SQL, Advanced Excel) Certifications: [Certification 1], [Certification 2] (e.g., PMP Certified, Google Analytics Certified) Soft Skills (optional): [Soft Skill 1], [Soft Skill 2] (e.g., Effective Communicator, Team Player) Relevant hobby or interest related to the job or industry (e.g., Keen interest in data visualization) Additional hobbies that show cultural fit or uniqueness (e.g., Avid mountain biker, community volunteer) Need to make a resume in a hurry? Our free copy-paste resume template is designed for quick, hassle-free applications. Just copy the content, paste it into your preferred format, and customize it to fit your experience. Perfect for anyone who needs a fast, simple resume solution that still looks professional. A resume is a brief summary of personal and professional experiences, skills, and education history. Its main purpose is to show off your best self to potential employers. When applying for a job, you're (in most cases) going to be asked for a resume accompanied by a cover letter. If you manage to create a good resume, you're going to 2x your chances of getting hired. Want to learn how? Check out our complete guide on how to make a resume. How to write a resume with no experience? The process of writing a resume might seem super scary to you. After all, most resume examples you see on the web are 80% about work experience. So, what the heck can you include in your resume if you have none? Well, here's some good news. If you're applying for an entry-level job or an internship, no one expects you to have ANY work experience. Instead, you should focus on what you DO have: education, projects, volunteering experience, hobbies & interests. For a complete guide on how to make a resume with no work experience, stand out, check out our article. The most common sections on a resume are: Contact information, Resume summary or objective, Work experience, Education. If you want to personalize your resume a bit more, you can also include the following sections: Projects, Volunteering experience, Hobbies & interests, Portfolio. Here are the three most popular resume formats: Reverse-Chronological Resume, Functional Resume, Combination Resume. In 99% of the cases, you'll want to go with the reverse-chronological resume format. That's the format most resumes you've seen follow - its main focus is your work experience, written down in reverse-chronological order. So, unless you're a student with no professional experience or a career changer, we'd recommend sticking with this format. If you want to learn more about these resume formats, check out our comparison guide. How to write a resume for a student? A good student resume takes advantage of the education section to highlight the candidate's skills and qualifications. So, the first thing you should do is talk about all your academic achievements, including any classes you've taken that are relevant to the position. As a student, hiring managers don't expect you to have extensive professional experience, so you don't have to worry about the work experience section missing from your resume. Instead, you can focus on highlighting your extracurricular activities, any volunteering you've done, and your awards or certifications. This student resume guide has all the information you need to perfect your resume and land your first real job. How to write a resume for my first job? If you're applying for your first job, chances are you don't have substantial work experience. That's fine - hiring managers expect that from entry-level positions. First things first, go for the reverse-chronological format. Instead of writing a resume summary, use a resume objective to highlight your skills and career aspirations. If you have any work experience, do include it on your resume. If not, you should put more focus on the following sections: Internships, where you should focus on what you learned and achieved; Extracurricular activities, where you should highlight your role, responsibilities, and achievements; Volunteering experiences, where you should mention the organization name, and relevant tasks and achievements; Projects, where you talk about any personal projects you've worked on (that are also somehow relevant to the job you're applying for). Check out this guide on writing a resume with no experience to learn more about the topic and get inspired by real-life examples. How long should a resume be? Short answer: one page. If you're a seasoned professional with a lot of work experience that's relevant to the position, you can create a 2-page long resume MAX. Long answer: check out our guide on how long should a resume be. How to write a resume summary? Your resume summary is a hook that goes on top of your resume. Think of it as an introduction to the rest of your resume. It should, in 2-4 sentences, explain what your background is, and why it's relevant for the position you're applying for. To learn more about how to create a resume summary that stands out, check out our guide. How to list work experience on a resume? Work experience on a resume is one of those things that's easy to learn but hard to master. Each work experience entry should contain the following information: Job title, Company name, description/location. Achievements or responsibilities, Dates employed. Now, if you want to create a work experience section that stands out, you want to make your achievements quantifiable. What this means is, instead of creating a responsibility-focused entry, like: Carried out sales operations. You list your achievements: Hit and exceeded monthly sales KPIs for 5 months in a row. This shows the employer that you're not just a random candidate, you're an A-player! To learn more about how to list achievements in your work experience (and land the job), check out our article. How to list skills on a resume? Simply create a skills section on your Novorsum resume template, and list your top skills. We usually recommend going for a mix of hard and soft skills. How to make a cover letter for a resume? You should always submit a cover letter along with your resume for any job you apply to. Here are some of our top cover letter tips on how to do this right: Tailor your cover letter to the employer. The more personalized it is, the more likely it is for the recruiter to like you. Outline your general background (work experience, profession, etc.) and mention your top 2-3 achievements to show off your skills. If you really want to stand out, create a cover letter that matches your resume template. To do this, you can use one of our cover letter templates here. If you want to learn more about how to write a convincing cover letter, check out our comprehensive guide. What is the best resume template? There's no such thing as the best resume template - every recruiter/employer has their own personal preference. Our general recommendation is to do your research on the company and its values. For example, if you're applying for a position at a bank, you'd want a more traditional resume template. Or, if you want a job in a startup where they value innovation more, you could opt for a creative resume template. Finally, if you're still not sure which type of template is right for the job you're applying for, you can just use a simple resume template just to be safe. Do I need to include a photo on my resume? No, you don't need to include your photo together with your other contact details. Companies hire based on merit, which means your physical appearance shouldn't matter to the hiring manager. Instead, in your contact information section, make sure to include the following: Professional title, Valid phone number, Email address, Location. Where you're based. Link to website/LinkedIn/online portfolio, etc. What's the difference between a resume and a CV? In most cases, when people are talking about a CV or a resume, they are referring to the same thing! The only difference is that it's called a resume in the US and a CV in Europe (and most other countries around the world). Now, in the US, a CV is a very in-depth document that describes your career journey step-by-step, including all sorts of personal information. Depending on your amount of experience, a CV can range between 2 to 8 pages and it's typically used when you're applying for jobs in academia. Check out our guide for a more comprehensive run-down of the differences between a CV and a resume. 6 tips for creating a US resume (that'll land you the job) Keep your resume between 1-3 pages. A one-page resume is preferable unless you're a seasoned professional. In such a case, you can go for two or even three, if your experience is really relevant. Use Standard American English. So, for example, write color instead of the UK version, which is colour. Leave out personal information, such as marital status, birthday, gender, photo, number of children, age, religion, personal identification numbers, and ethnicity/country of origin. They can be grounds for discrimination. Don't include references, unless the employer specifically asks you to. Don't list English as a foreign language. Don't list your GPA, SAT, TOEFL, or ACT scores on your US resume unless otherwise stated. Hiring managers usually don't care. Check out this guide for the full list of resume tips and tricks! How to make a resume with Novorsum? Follow these simple steps: Choose one of our top resume templates above. Follow the tips & tricks built-in our resume builder. Fill in your work history and other experiences. Hit download and start applying to jobs! Are these resume templates free? Yep, all of the templates listed above are free resume templates. However, our resume builder comes with a ton of premium features. So if you want to personalize your resume and make it truly yours, you can upgrade! Are these resume templates ATS-friendly? Yes! All Novorsum templates are ATS-friendly. Keep in mind, though, that using the right template is step #1. You should also optimize your resume content for applicant tracking systems. For more on that, check out our guide to creating an ATS-friendly resume. All of our resume samples are student-friendly! If you're looking for something a bit more tailored, we'd recommend picking the college resume template. Or, if you want to learn how to create a convincing student resume, check out our guide. Who created these resume samples? At Novorsum, we put extensive care in creating each resume template. We interviewed recruiters and analyzed applicant tracking systems to create resume samples that will maximize your chances of getting hired. Then, our professional graphic designer worked his magic to make the resume samples compelling, well-designed, and easy to read! Do you offer one-page resume templates? Yep. All the templates you see above are one-page resume templates. They are, however, pretty flexible, so if you decide to go for 2 pages, our templates will get the job done! Do I really need a resume? Yes, you definitely need a resume! Practically every job out there requires that candidates submit a resume and a cover letter, so if you want your application to be considered by the hiring manager, you definitely need a resume. Which template do most employers prefer for resumes? Typically, employers prefer simple, professional-looking resume templates that follow the reverse-chronological format and don't surpass two pages MAX in length. All the Novoresume templates above meet these requirements, so rest assured hiring managers will dig whichever one you choose. Should I download my new resume in PDF or Word? You should always download and save your resume as a PDF. Here's why: PDF formatting never gets messed up. Its compatible with practically any system or device. PDF documents look cleaner and are overall more professional. Categories: Accounting & Finance, Construction, Creative & Cultural Fields, Education & Learning, Teaching & Learning, Engineering & Scientific, Food Service, Hospitality, Travel & Transportation, Information Technology (IT), Law Enforcement & Emergency Services, Legal Services, Maintenance & Repair, Management & Leadership, Media and Entertainment, Manufacturing & Warehousing, Medicine, Healthcare & Wellbeing, Office & Administrative, Other, Real Estate, Retail & Customer Service, Sales & Marketing, Back to categories. Zety's resume builder makes it simple. Select an HR-approved template, follow our step-by-step guide, and have your resume ready in no time. Create My Resume

Simple resume format in word for teacher job. Resume education format examples. Business teacher resume examples. Resume format in word for teacher job. Words to use on a resume for teachers. Resume format for computer teacher in word file. Free teacher resume templates microsoft word. Word format resume. Resume format for teacher job in word file. Teacher resume format in word. Ms word resume. Teacher resume format in word free download.