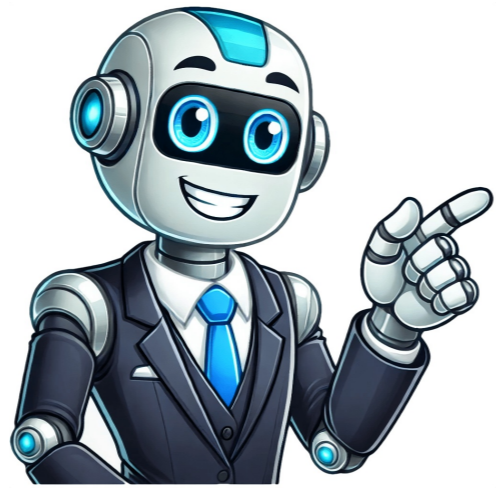


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What does a new york resume look like

In the competitive job market of 2025, it's crucial to have a standout resume that catches the attention of potential employers. But with so many resume formats and tips out there, it can be challenging to know what works best. This article outlines the most up-to-date practices for crafting a winning resume that bypasses automated applicant tracking systems (ATS) and compels recruiters to call you in for an interview. From the classic formatting rules to the three standard resume formats (reverse-chronological, functional, and combination), to examples of what a resume should look like in 2025, this article covers everything you need to know to create a resume that lands you your dream job.Keep it classic on your resumeMany recruiters are turned off by excessive design. As a result, the structure of your resume is another factor to consider when crafting a winning application. Ultimately, deciding what works best to convey your professional and life story to your audience is up to you.Formatting your resume to highlight relevant skills and experience is another critical consideration.They must be emphasized throughout the paper and given ample room to shine.Here are some rules you should follow to ensure your resume meets the expectations of employers in 2025.Use a font size of 10–12 points consistently.When crafting your resume, one of your top priorities should be ensuring it is straightforward to read. Select a classic, legible font, such as Cambria, Georgia, Calibri, Helvetica, or Arial. Avoid using Broadway or Magneto, which are both very artistic fonts and fonts that are too small and simple.Make sure your resume has 1-inch margins on all sides.Use appropriate line spacing and a sufficient amount of white space. Your resume shouldn't appear crammed with information.Use a single-line or 1.15-line space for the entire resume.Maintain uniformity in formatting (e.g., use the same font, line spacing, size, and date format throughout) to facilitate the recruiter's search for specific information.No pictures or graphics. Your resume will be rejected by ATS software if you use graphics, and you should only include photos if specifically requested to do so.Write your resume in clear, standard sections. Use "Work Experience" rather than "work history" or any other unwieldy term to describe your previous employment.Use bullet points to briefly summarise your work experience, responsibilities, education, awards, etc. A resume with these elements is much easier on the eyes.Write concisely to increase the amount of white space in your resume.Resumes should not exceed one page in length. There is no need for a three-page document unless you have over ten years of experience in your field.Create a PDF version of your resume. It's the safest option because it preserves your resume's format regardless of the device used to open it.If you are not sure whether your resume is formatted correctly, upload it to the tool below. It will scan and score your resume on key criteria such as font size and style, margins, line spacing, section titles, and resume length.What a resume should look like in 2025The 3 standard resume formatsAfter reviewing all the fundamentals, let's get into the specifics of resume formats.It would be best to first understand that there are three resume formats to choose from, namely:The reverse-chronological resume formatThe functional resume formatThe combination resume formatNow that you know your options, it's time to figure out which is best for you. Let's see how to select the most appropriate format for your needs, goals, expertise, and career field.Reverse-chronologicalThis is the best and most widely used format for a resume. Highlighting your most recent job first and listing the others in reverse chronological order draws attention to that part of your resume.This resume format is recommended if you have a consistent work history, are applying for positions similar to your current one, or are in the academic field.Resume StructurePersonal Information (Name, title, phone number, email)Resume SummaryWork ExperienceSkillsEducationOther sectionsExampleWhat a Resume Should Look Like in 2025? Example of a reverse chronological resume.ProstHR managers and recruiters prefer this format.Gives a clear and concise account of your professional background in reverse chronological order.Demonstrates growth in knowledge and responsibilities.ConsTo get a recruiter interested in you, you must highlight the results you've obtained in previous jobs.Don't fill out if you've never worked.highlights employment discrepanciesFunctionalThe purpose of the functional, or skills-based, resume format is to highlight your competencies and academic credentials rather than your work history. This is ideal if you have gaps in your employment history, frequently switch jobs, work in creative fields, and do not want to come across as overqualified.Resume StructurePersonal Information (Name, title, phone number, email)Resume SummarySkillsWork ExperienceEducationOther sectionsExampleWhat a Resume Should Look Like in 2025? Example of a functional resume.ProstHelps showcase your unique set of skills.Helps describe how your experience applies to a new field of work.Ideal for the recent college grad who has a knack for the practical world but lacks substantial work experience.ConsBecause there is no clear indication of when and where the applicant has worked, potential employers view them with suspicion! only shows a small portion of your professional history.Functional resumes are difficult for ATS to read.CombinationIt combines traditional chronological and skills-based functional resumes, emphasizing your work history and abilities. This is ideal for you if you are an experienced worker looking to make a career change, fill employment gaps, or pursue a particular position.Resume StructurePersonal Information (Name, title, phone number, email)Resume SummarySkillsWork ExperienceEducationOther sectionsExampleWhat a Resume Should Look Like in 2025? Example of a reverse combination resume.ProstReduces potential drawbacks like joblessness and lack of relevant experience.Feature your most impressive qualifications and experiences.Integrates knowledge from several fields or experiences.ConsIt starts looking like a mess really quickly.Preparation calls for more creativity and effort.Downplays job duties and responsibilities.What a resume should look like in 2025 to bypass ATSAplicant Tracking Systems are something you've likely heard of if you're applying for jobs these days. Many firms use these scanners to review applications quickly before reaching a human recruiter.These platforms have rapidly replaced traditional methods for sourcing new employees online at major corporations. An applicant tracking system (ATS) will examine your resume whenever you submit it through an online application system. It's good that applicant tracking techniques are automated because they can be easily defeated with some optimization.Here is how you can bypass ATS.Focus your resume on the position you're interested in getting!You won't want to keep sending the same resume to different companies since you'll customize it based on the keywords. Not only is it more challenging to get past the applicant tracking system (ATS) if your resume doesn't contain the exact keywords from the job posting, but recruiters can tell for sure that you're just sending out a generic document. And it shows that you don't value working for that particular company.Automated testing systems (ATS) scan resumes for a predetermined list of keywords, so they are easy to trick as long as you are using the right kind of words to show off your expertise and experience. These automated systems scrutinize the job description, paying particular attention to the hard skills mentioned early on. "Hard skills" refer to more tangible abilities, such as knowledge of specific software, methods, or languages. The name of the position itself may be the most important search term.Moreover, if you're applying for a job that requires a state license, like nursing or teaching, the hiring manager will want to see evidence immediately that you're qualified to do the work.The key is to strike a balance: you don't want a resume so crammed with keywords that it's immediately dismissed. If you're having difficulty determining the crucial job description keywords, our tool Targeted Resume will help you look for pertinent keywords in the job description and create an ATS-friendly resume.Make a pdf copy of your resumeA PDF file is the preferred format for submitting a resume.Why?You probably put in a great deal of time to ensure your resume looks its best, and you don't want to risk ruining your hard work by using an older or newer version of Word. It is also easier to distribute, as potential employers and recruiters will not need the Office suite to view your resume in PDF format.When is it not a good idea to use PDF for your resume? When you need to send it in a specific format, like Word or Google Docs. It's always more important to do as you're told.Toss out any charts and graphsEven if you're applying for a position in graphic design and want to make a resume that stands out visually by including lots of charts and visuals, it's best to keep things as straightforward as possible. The hiring manager may be interested in a unique-looking resume, but you must pass the applicant tracking system first. However, complex resumes can be a headache for some applicant tracking systems, leading to misplaced information.Make use of standard font sizes and bullet pointsChoose a simple, easy-to-read font throughout your resume, like Arial, Times New Roman, or Georgia. Additionally, to draw attention to a particular point, use bullet points and underlined or bolded words rather than charts or other graphical elements.8 examples of what a resume should look like in 2025Basic - A clear, well-organized, and uncluttered layout that's a joy to read.College student - Offer concrete examples of your abilities to potential employers.No experience - Since you lack any work experience, make your education, extracurricular activities, volunteer work, and personal experiences the focal point of your resume.Career change - Take advantage of your training and experience. Since you don't have relevant work experience, you'll need to highlight your transferable skills instead.Entry Level - Show the hiring manager you are a good fit for the job by highlighting your relevant qualifications.Executive - Feature your qualifications prominently near the beginning of your resume, and consider adding subheadings for things like certifications, awards, memberships, etc.Modern - Has more visual appeal and originality than a standard resumeCreative - Employs imaginative layouts to emphasize your accomplishments in the workplaceConclusionHaving read this, you should now fully understand the fundamentals necessary to build a winning Resume.Updating your Resume to include the latest must-haves will set you apart in the eyes of hiring managers in 2025.More good news?Select a resume sample from this article to work on. This should help you complete the job in a fraction of the time. Please choose the one that works best for you, buy and download it, and then enter your details as required.Instead of spending the better part of a day reworking your resume, you may have a new, updated version ready to be sent out in a few minutes.FAQsHow should a resume look in 2025? In 2025, your resume should follow the reverse-chronological format that has become the industry standard.What is the most common resume style that companies look for? The reverse-chronological resume format is the most common format preferred by most employers because it clearly shows your employment history linearly.What should a resume look like in 2025 for students? Recruiters typically prefer resumes presented in reverse chronological order, but a functional format can be more effective when drawing attention to specific abilities.What should a resume look like in 2025 for new grads? The functional or combination resume is ideal for a recent college graduate because it emphasizes your skills and abilities gained through coursework and work experience more than your years of work history.Where can I find examples of suitable resume formats for those with no work history to speak of? Most applicants and employers prefer a resume written in reverse chronological order, so that's the one you should use if you have no work experience.What's the best way to present your resume if you've recently been fired? After being laid off, it's recommended that you use a functional resume format, which highlights your abilities and accomplishments rather than your employment history and dates. Resumes, Cover Letters and Job Applications The resume's primary function is to showcase your talents and skills to an employer - clearly, convincingly and quickly. A resume is: An individual summary of your background, experience, training and skills A way to tell employers what you have accomplished in the past and what you can do for their company now Your most important job search tool that can get you an interview, and leaves a lasting impression on a potential employer A guide for you and the employer during an interview It is critical that you invest your time and effort into creating a resume that meets the employer's needs and highlights your assets. You should target your resume for specific jobs, and edit and update it according to what job you're applying for. Choosing the best resume format is extremely important because there are many factors to take into account. These include the length of your resume and your accomplishments, as well as possible shortcomings. Whichever resume format you choose, make sure to include examples of accomplishments that benefited your previous employers. Three common types of resumes are Chronological Functional Combination (skills-based) Keep in mind that businesses prefer either a chronological resume or a combination resume. Chronological resumes highlight consistency. This format stresses what you accomplished in each of the positions you held. A chronological resume focuses primarily on the history of your work experience and education. It also shows your progress and advancements in your career. This resume format is popular among businesses. A functional resume focuses on your skills and experience, without including chronological time and job titles. It presents a profile of your experience based on professional strengths or groups of skills. Your work history usually follows, but in less detail than in a chronological resume. It is used most often by people with gaps in their work history, those who are changing careers and individuals with limited work experience. Employers generally do not prefer to receive functional resumes as they do not show your work history or career progress. A combination (or combined) resume combines the best features of the traditional chronological (where the dates are in reverse order) and functional (where skills are listed in the beginning) resumes. A combination resume can also be referred to as a skills-based resume. No matter what type of resume you choose, you will need to gather specific information in order to write your resume. You will need: Contact Information: The first section of your resume should include information on how the employer can contact you Objective: Job title you're applying for and reason to hire you. Career Highlights: List key achievements, skills, strengths and experiences that are relevant to the position for which you are applying. Work Experience and Skills: This section of your resume includes your work history. Include the businesses you worked for, the dates of employment, the positions you held, a bulleted list of major responsibilities, accomplishments or achievements and a list of your skills. Resume Templates There are several different challenges you could face when re-entering the labor market based on your background and experience. There are ways that you can address these challenges in a positive way to ensure your resume will be noticed by employers. Gaps in Employment You might be returning to the workforce after a gap in employment for a variety of reasons. If you do have gaps in your employment a functional or combination resume can be effective. The key is to highlight the positive (required skills) while you minimize the negative (gaps in employment). Using volunteer or short-term positions can help fill in the dates while providing current and important skills. Do not indicate if the job was voluntary, full-time or part-time and use years for dates instead of months. Years of service can be substituted for date ranges. It is often beneficial to indicate when jobs are temporary as it helps reduce the appearance of job-hopping. Criminal Records When incarcerated, you might have learned marketable trades and held jobs. Use this to your benefit by creating a combination or functional resume. Focusing on skills and qualifications allows you to highlight "the positive" and focus on strengths while reducing the emphasis on employment gaps. You can list your employer as New York State, the department worked in (such as the Carpentry Department) or the company that holds the prison contract. Don't forget to include skills learned through volunteer work, hobbies and involvement in teams or organizations. Perceived Lack of Accomplishments We all have accomplishments. The challenge is to recognize and present them in a positive way. Highlighting accomplishments, instead of responsibilities, helps your resume stand out among the competition. Think about employment or relevant volunteer experiences, hobbies, teams or organizations in which you have been involved. Young Workers If you are a young worker, you should include all work experiences that helped you gain experience and knowledge, including positions as a part-time employee and/or volunteer. If you lack a traditional employment history, organize your resume by qualifying skills instead of by employer. Experienced Workers More experienced workers should not include their entire employment history. Include the most recent employment history for about 15 years and remove older dates from the "Education" section. When related experiences go back further than 15 years, include them in the "Summary of Qualifications" section. This allows you to showcase qualifications you may have started developing decades ago. In your resume, don't promote your age; avoid phrases like "Seasoned Professional" and "Wealth of Experience." Consider removing your birth year out of your email address (ex. ) as this could indicate your age to your potential employer. Military to Civilian Skills Translators Use information from the following websites to convert skills acquired in a military career into skills that can be utilized in civilian jobs: Cool Army website and ONET Crosswalk. Transferring your skills will help civilian employers match your skill sets to their needs. Changing Industries or Careers Develop a list of transferable skills (skills used in previous jobs that are necessary for your target occupation) and then organize your resume to highlight those skills. Multiple Career Options Sending a generic resume to a potential employer is not the best approach for a job search. Minor adjustments to how you describe your skills and qualifications will be needed as your targeted position changes. Begin by ranking targeted occupations according to your priorities, such as job opportunities, salary ranges, your interest and possible ease of entering the potential workplace. Craft a resume and conduct a job search for the occupation you want the most. Your cover letter is a letter of introduction, and is usually the first thing the employer will see and read about you. A cover letter should answer, "Why should the employer hire you?" It should also grab an employer's attention and point out why you, above all other applicants, should be contacted for a personal interview. A cover letter: Is usually submitted with a resume but should not duplicate your resume information Includes your good qualities and / or what your supervisors or coworkers value about you Gives you the opportunity to address the person who makes hiring decisions and encourage them to read your resume Helps market your resume Expect to change the letter so it can contain specific information for each employer's needs. Just as you will need to tailor your resume for each job you apply to, you will also need to tailor your cover letters to each job you apply to. Tips for writing an effective cover letter: Always include your contact information Address a specific person who can hire you Make the opening sentence relevant and memorable Research the company and tailor each letter to the specific job Briefly describe your skills as they relate to the job Use professional language. Type and proofread your cover letter Visual impression and formatting must be consistent Be confident, creative and positive Call the employer to make sure your cover letter and resume arrived You should be prepared to spend anywhere from 45 minutes to an hour completing an online application. The more prepared you are, the less time consuming the process will be. Whether filling out job applications in person or online, collect the following information before you start filling out applications: Names and addresses of your past employers Dates you worked Names and addresses of at least three other persons who know of your abilities and background and are willing and available to serve as references Names and addresses of all schools you attended and the type of diploma or certificate, if any, that you received Subjects you took in school Be sure to collect all of this information prior to starting your job application online, or prior to arriving at a job site to request or fill out an application. Using your resume as a guide when filling out applications is sometimes credited with the first résumé, though his "résumé" takes the form of a letter written about 1431–1432 to a potential employer, Ludovico Sforza.[17] For the next 450 years, the résumé 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 mandatory and started to include information like personal interests and hobbies. It was not until the 1970s, 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 résumé 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 résumé 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 résumé to increase the likelihood they are found in a computerized keyword scan.[11] A résumé 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 résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within 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 résumé for each position applied for and its keywords [13] In order to keep track of all experiences, keeping a "master résumé" document is recommended, providing job seekers with the ability to customize a tailored résumé while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various résumé 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 résumé, 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 résumé formats: A reverse chronological résumé, 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 résumé typically list the starting date to the present. The reverse chronological résumé 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 résumé 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 résumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications. Largely fallen from favor,[16] the functional résumé 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 résumé 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 résumé allowed the reader to identify those skills quickly. However, it has largely been replaced by hybrid résumé. A hybrid or combination résumé 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 résumé 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 became 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-résumés. 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 résumé 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 résumé 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 résumé 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 résumé online was first pioneered by professions that benefit from the multimedia and rich detail of an HTML résumé (such as actors, photographers, graphic designers, developers, dancers, etc.[27]) but all job seekers should now have a digital version of their résumé 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: /ˈrɛzjomeɪ/ French: [ʁezym] ^ "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. 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