

RESUME TEMPLATES BEST PRACTICES

SIUE CAREER DEVELOPMENT CENTER

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Creating a Resume Using a Template

Using a resume template to create your first resume can be an easy way to demonstrate your experience. A template typically has an organized style, format and professional appeal. Templates, however can be problematic if not used with attention to detail and personalization. A resume is an evolving document and should be updated regularly and the template design and structure should also be updated to reflect your professional growth.

Subheadings

Resume templates have predetermined subheadings that do not always represent an individual's actual experience. You should modify, change or add subheadings as needed. A resume should be personal to YOU!

Format & Structure

The format and structure of a resume could be considered equally as important as the content. A resume should be well organized and consistent so that an employer can identify your skills and qualifications easily.

Updating the Template

Templates are not always easy to update because rules, columns, margins, text boxes and other formatting restrictions are embedded in the document. As the resume is updated, the format of the document can be compromised so it is imperative that the resume is reviewed in great detail prior to submitting to an employer. Copying and pasting from original document from Word or PDF can cause additional formatting issues, so it is suggested to use this feature cautiously.

Updating a resume template can be a tedious process, but it can be done successfully. Updating your resume more frequently is a good idea because there would be less revisions to make at one time.

Uploading a Resume in a Template

When uploading a resume to an applicant tracking system or sending the document via email, you should always upload/attach as a PDF as this would be an exact copy of the full document. If a PDF upload is not available, it is important that you verify that the document looks identical to how you see it when it is sent. There is a risk that whoever receives the document would not be able to read the document because of incompatible formatting based on version of the software.