



Start Here

There are a few different categories of resumes and you'll want to select the style that feels right. I've added notes below about the different styles and how they lend themselves to different industries, but the main thing is to pick the template that speaks to you and that you feel comfortable using, regardless of the industry.

I have also included cover letter templates to match the resumes. You always want your resume and cover letter to match and share the same style, so be sure to select the same style template for both documents.

Finally, please note that these are templates. You'll want to edit the templates with your own information and make changes applicable to your work, education, and experiences. Please consult the Resume & Cover Letter Writing Ebook to learn more about what to put in your resume and cover letter. These resume templates have come from various sources – Microsoft Word, Canva, and my own creations.

Modern

These resumes are very stylized, have color, and some have space for a photo. These types of resumes are great if you are applying to jobs that are creative in nature. Marketing, art & design, fashion, media, the performing arts, or music, for example.

Traditional

Traditional style resumes are great for corporate jobs and anything in business. They are usually black & white, sometimes with a pop of color here & there, but very conservative and traditional in nature. The traditional style is very straightforward and is typically the safest way to go.

Credential-Based

When you are working in an industry that requires a lot of specialized experience or specific certifications, you might consider using a credential-based resume. This style is ideal for people who work in the IT, engineering, science and research industries, or any other professional that requires specialized experience.

Functional

This format of resume is great if you have gaps in their employment history, are returning to the workforce, or if you are changing careers. It focuses more on skills and achievements rather than work history.