Sample Resumes and Resume Templates

Directions: First, preview the sample resumes to see different approaches for putting together a resume.

Once you have looked at a few sample resumes, select the resume template that works best for you. You can change the actual content and layout to fit you. Not all items are required or necessary. The length of the resume depends on your information. Replace the content descriptions with your information to create your resume.

Links to the sample resumes and resume templates below can be found online in the **Find a Job Worksheets** section of the Career Planning Workbook: minnstate.edu/careerexploration/interactive

Sample Resumes

- CareerOneStop Sample Resumes

- Creative Job Search Sample Resumes

Templates
You can download these resume templates as Microsoft Word Documents to edit. Alternatively, if you have a Google account, you can Sign In to open this file with Google Docs. In Google Docs you will need to create a copy of the file that can be edited.

A note about addresses:
The templates below include a section for your home address. Traditionally, a home address was standard in a resume. As communication has become more electronic, some modern resume templates only include an email address, not a home address. Either format is correct.

- **Functional or Skills-based Resume Template**
  This type of resume focuses on skills and strengths that are important to employers. It omits specific dates, names, and places. De-emphasizes a spotty work history.

- **Chronological Resume Template**
  Chronological resumes list your work history in reverse order, starting with your current or most recent job and working backward.

- **Combination Resume Template**
  Combination resumes blend the flexibility and strength of both skills-based and chronological resumes.