

In 2025, resumes should prioritize **clear, concise, and skimmable structures, focusing on showcasing skills and accomplishments.**

Contact Information: Start with your full name, phone number, professional email address, and LinkedIn profile URL. (City/Town you live in, no address).

Summary/Objective: A brief, impactful statement highlighting your key skills and experience relevant to the target job. A summary is often preferred by those with experience, while an objective is more common for those early in their careers.

Work Experience: List your work history in reverse chronological order, detailing your responsibilities, achievements, and accomplishments. Quantify your accomplishments with numbers and metrics whenever possible.

Skills: Highlight relevant hard and soft skills that align with the job requirements. Consider adding a separate "Technical Skills" section if appropriate.

Education: Include your degrees, certifications, and any relevant coursework or honors.

Certifications: Highlight any relevant certifications or licenses.

- **Interests/Hobbies:** Include if you have a unique skill or hobby that aligns with the job or company culture.

Key Considerations

Minimalist Design: Prioritize clean, uncluttered layouts with sufficient white space for easy readability.

ATS-Friendly: Ensure your resume is formatted in a way that is easily read and parsed by applicant tracking systems.

Tailor for Each Application: Customize your resume to match the specific requirements of each job.

Save as PDF: Ensure your resume is in PDF format to preserve formatting.