



## Complete Resume Format, Form and Layout

# Resume Form-Format-Layout

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Let find out...

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There is no one right way to put a resume together - there are many different formats that are considered acceptable in the business world. Which one you use depends on your experience and the type of job you want. A resume is a summary typically limited to one or two pages of size A4 or Letter-size highlighting only those experiences and credentials that the author considers most relevant to the desired position. The following is a blank resume format which consists of all components. This will provides the ideas on what can be included in resume. You can see in more detail on how to write each section and what you should or shouldn't include in your resume by clicking here: [Complete Resume Format, Form and Layout full](#) article.

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## Complete Resume Format, Form and Layout

# Your Name

[Street Address], [City, ST ZIP Code]  
[Phone Number]  
[Email Address]

<b>Objective</b>	[Describe your career goal or ideal job that you are applying for.]
<b>Summary</b>	[Briefly describe the best elements of your resume including your Experiences, Accomplishments, Abilities, Skills and so on.]
<b>Professional Profile</b>	[Briefly describe your best Professional Background and Education relevant to the position.] [Relevant Skill] [Relevant Skill] ...
<b>Experience</b>	<b>[Job Title]</b> [Company Name], [City, ST], [Dates of Employment] <ul style="list-style-type: none"><li>• [Job Responsibility / Achievement]</li><li>• [Job Responsibility / Achievement]</li></ul> ... ...
<b>Skills</b>	[Professional or Technical Skill] [Professional or Technical Skill] ...
<b>Education</b>	[School Name], [City, ST], [Date of Graduation] <b>[Degree obtained]</b>
<b>Training and Workshop</b>	[Training/ Workshop Title], [Content] [Training/ Workshop Title], [Content] ...
<b>Licenses and Certification</b>	[Licenses/Certification Title], [Date]
<b>Honors and Awards</b>	[Honors/Awards Title], [Date]
<b>Publication</b>	[Publication Title], [Date]
<b>Volunteer Experience</b>	<b>[Job Title]</b> [Organization Name], [City, ST], [Dates] <ul style="list-style-type: none"><li>• [Job Responsibility / Achievement]</li><li>• [Job Responsibility / Achievement]</li><li>• ...</li></ul> ...
<b>Interests</b>	[Briefly list interests or hobbies that may pertain to the type of job you are applying for.]
<b>References</b>	References available upon request