



2025

# HOW TO ORGANIZE YOUR RESUME

AUTHOR | RATE MY RESUME

# ORGANIZING YOUR RESUME IN 2025



Effectively organizing your resume is crucial for attracting recruiters and improving your chances of getting an interview. A well-structured resume showcases your achievements and makes your skills and experiences easy to read.

## KEY RESUME SECTIONS

### 1. Header

Include your name, phone number, email address, LinkedIn profile, and any relevant portfolio links. Make sure your contact details are professional and up to date.

### 4. Skills

List both hard and soft skills relevant to the job. Consider including industry-specific keywords to pass ATS filters.

### 2. Professional Summary

This is a 2–3 sentence overview highlighting your career achievements, skills, and career goals. Tailor it to the specific job you're applying for.

### 5. Education

Include your degree, institution, and graduation year. Mention honors, relevant coursework, or extracurriculars if they strengthen your candidacy

### 3. Work Experience

Use a reverse chronological format and include:

- Job Title
- Company Name
- Dates of Employment
- Bullet points with quantifiable achievements.

### 6. Additional Sections

List your degree, institution, and graduation year. Include relevant coursework or honors.

- Certifications
- Volunteer Work
- Publications
- Languages





## RESUME FORMAT TO CONSIDER

- **Reverse Chronological** – Best for steady career growth.
- **Functional** – Ideal for career changers or employment gaps.
- **Combination/Hybrid** – Perfect for diverse experience or senior professionals.

## CONTENT OPTIMIZATION TIPS

- Use metrics to quantify achievements.
- Tailor it for each role with relevant keywords.
- Start bullet points with action verbs like "Developed," "Led," or "Optimized."
- Keep it concise: 1 page (early career), 2 pages (senior professionals).

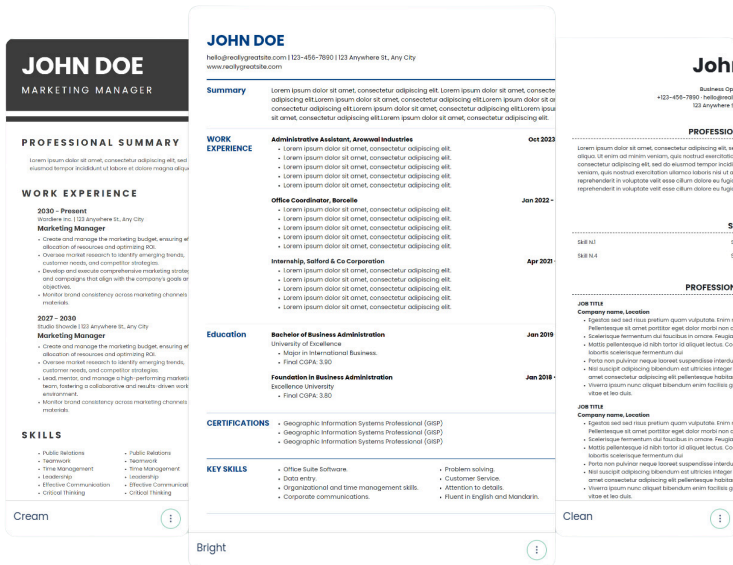


## VISUAL AND STRUCTURAL TIPS

- **Consistency:** Use the same font type, size, and formatting throughout.
- **Readability:** Stick to a clean layout with plenty of white space.
- **ATS-Friendly:** Avoid graphics and use standard fonts (e.g., Arial, Calibri) to ensure compatibility with Applicant Tracking Systems.

Still not sure how to format your resume in 2025?

# WORRY NOT!



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