



Interview and Resume Tips: Resume Templates

Keeping your resume updated is a must when looking for work. Your resume may need minimal updates or it may need a total overhaul from year to year. Either way, you may consider redesigning your resume yourself or you may want to use a template. There are pros and cons to utilizing templates and here I will discuss some of the pros and cons.

Pros to using a resume template:

1. it's quick and easy. Using a resume template is probably the quickest and easiest way to gather information and write a resume. Generally, users follow dialog boxes that ask for resume information which is entered into these dialog boxes and placed on the resume.
2. You can start with unorganized information and it will be organized for you. This is good for those that are not so good at putting the information together or for those that do not have time to organize the info and create the resume for themselves.
3. Fonts are set. Fonts are generally set in resume templates so the decision as to what font to use is already decided for you. Sometimes a font or background may look good to you, but may be unreadable to someone else.
4. Professionalism. Resume templates are designed to look professional and generally are one page. Most career counselors will advise you to create a one page resume, but there are some exceptions to the rule. I have many writing and theatre credits so creative individuals and teachers may find that they will use a curriculum vitae instead of a resume. This is where typing your own resume is probably the best option.

Cons of using a resume template:

1. The template is already created for you so there is not much room for creativity and individualism. I enjoy creating my own resume and rarely use templates.
2. Mistakes. If you make a mistake it is hard to correct especially when using resume wizards.
3. Templates are often for one page resumes and if you need to create a longer one then a template is probably not the best option.
4. Too many choices. There are often too many resume template choices to choose from and this can take time to decide on which template to use when you could just type the resume in a word



processing program without the template.

5. If you have never used a resume template before then it will take some time and practice to get things right the first time. This takes time and you will have to decide how much time you have to spend on the project before you begin creating your resume.

Resume templates can be useful, but do not always suit everyone's needs. You must decide how much time you have to work on your resume and which type of format you desire. Simply completing a quick web search for resume templates can give you some basic ideas to work from. To find out more on resume building and the best career advice on the web go to www.hound.com to learn more today.

See the following articles for more information:

- [21 Major Interview Mistakes to Avoid at All Costs](#)
- [The Best Way to Prepare for a Job Search and Interviews](#)
- [How to Talk About Other Interviews in Your Interviews](#)
- [How to Answer the Tell Me About Yourself Interview Question](#)
- [How to Answer the Do You Have Any Questions for Me Interview Question](#)