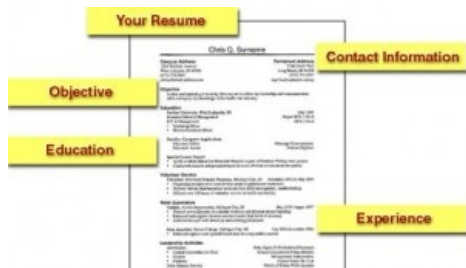


TOP PROFESSIONAL RESUME TEMPLATES FOR TODAY'S BUSINESS PROFESSIONAL



Summary: *Creating a resume can be difficult, but does not have to be impossible. Even the most experienced professionals need help, so use a professional resume template.*

As you prepare to [write your first resume](#), or update an older one, consider using a professional resume template for the project. This will make things much easier on you, help you write a cohesive resume and save you a lot of time. These templates make the resume writing process simple because all you need to do is insert your information in the correct sections of the template.

The Chronological Resume Template

The chronological resume template is one of the most popular, and common, types of resume used today. Employers love to read resumes that use this template because they are easy to read and offer up the candidate's work experience in order. Some candidates do not like this template because it forces them to figure out a way to mention being unemployed, if this has happened during their career.

[Click here for a chronological resume template you can use.](#)

The Functional Resume Template

The functional resume template is not a favorite of employers, but it can still be used for your resume. Employers tend to dislike this template because it can be difficult to figure out where your skills were used and where your career achievements occurred during your career. There is nothing stopping you from using such a template, but think twice before you do so.

[Click here for a functional resume template you can use.](#)

Combination Resume Template

Another popular resume template is that of the combination. The combination brings features from the chronological and the functional templates into one resume template. This is a popular template for employers and job seekers who are changing careers love to use it too. It is also good for those who need to explain gaps in their employment history and by those who are working on climbing the corporate ladder.

[Click here for a combination resume template you can use.](#)

The Newsletter Resume Template

Many job seekers are switching things up a bit and using the newsletter resume template when [creating a resume](#) for the first time or updating an older resume. This will give your resume a modern look and help it stand out from the rest of the candidates. This template is exactly what you think it is; a newsletter that is all about your career experiences, skills and achievements.

[Click here for a newsletter resume template you can use.](#)

The Portfolio Resume Template

If you work as a graphic designer or a photographer, you should consider a resume that is outside the box. This is where the portfolio resume template comes into play. This type of resume looks much like a newsletter, but it also showcases some of your best work. You can add your best photos taken or the best graphics you have designed during your career when you use this template.

[Click here for a portfolio resume template you can use.](#)

Finding a new job does not have to be difficult. [Browse the thousands of jobs on Granted right now.](#)

Resume Template Sources:

Functional, Chronological, and Combination resume templates from Microsoft.com.

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