



Template Guide

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The **CAREER** *Academy*
Your pathway to success!


RESUMEHUB.NET

Welcome

A resume is the first step in the job application process and this shiny new template is the sure-fire way to ensure that recruiters recognise you when sifting through the countless applications their confronted with.

This template has been made as a joint project with ResumeHub.net and is designed with simplicity and edibility in mind. There however are certain features that may be difficult to edit hence this user manual is designed to provide additional guidance when it comes to editing your brand new resume.

Please contact us on service@resumehub.net should you have any issues with your elegant new resume.

On behalf of the team at The Career Academy and Resume Hub, we wish you all the best with your job application.

Template guide

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Replace any sample text _____

- 1 In order to replace any sample text, just click on the appropriate section
- 2 Start writing

Replace the photo _____

- 1 Open the resume in Microsoft Word
- 2 Click on the shape that contains the photo
- 3 Click "format" -> Fill -> Fill Effects
A new window will show up. Click "picture or texture" and upload the photo
Please make sure you use a square shaped photo, for the best effect

Crop a picture into a circle _____

- 1 Select the picture that you inserted into your resume
- 2 Go to the "Picture Tools Format" tab
- 3 Click the drop down button under the "Crop" Button
- 4 Select the "Crop to Shape" and pick an "oval shape"
- 5 Click the drop down button under the "Crop" button again and select "aspect ratio 1:1"

Save the document as a pdf _____

- 1 Click "File"
- 2 Flick "Save as" button
- 3 Choose "PDF File" from drop-down menu
- 4 Click "Save"

Save as pdf without white borders _____

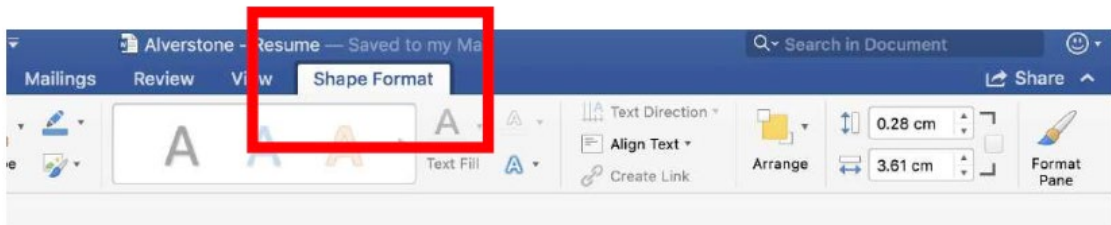
- 1 In Word file, go to Page Setup
Settings – Page Attributes
Format for – Any Printer
Paper Size – click here and then click on Manage Custom Sizes
- 2 Click + to add new size – name it "PDF Borderless"
Click in the paper size boxes and make it 8.5 x 11 (or whatever you need)
Make sure Non-Printable Area says "user Defined", and change margins in boxes to 0
Click OK
- 3 Go to Print Menu:
Printer – choose any
Presents – Standard
Click on PDF – Save as PDF
Click file name and save location
Click Save

Change the skills slider value _____

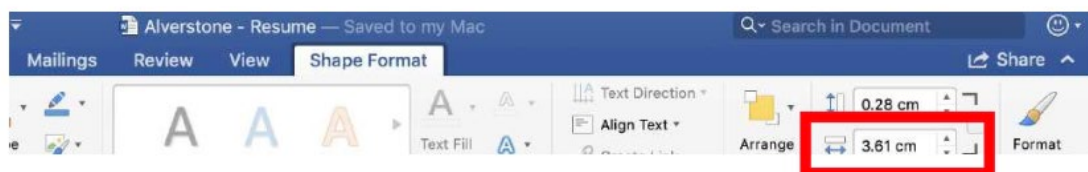
- 1 Click on the slider you wish you change



- 2 Go to shape format



- 3 Under the horizontal length, input the desired number



Move an object with precision ---

- 1 Click on an object (This works with text boxes as well)
- 2 Hold Command (Mac) or Control (PC) and drag the object to the desired location

Tips & Tricks

Microsoft Word ---

Windows	Mac	Function
ctrl + z	command + z	Undo last action
ctrl + shift + c	command + shift + c	Copy formatting
ctrl + shift + v	command + shift + v	Paste formatting
shift + enter	shift + enter	New line break (without new paragraph)
ctrl + b	command + b	Make letters bold
ctrl + i	command + i	Make letters italic
ctrl + u	command + u	Make letters underline



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