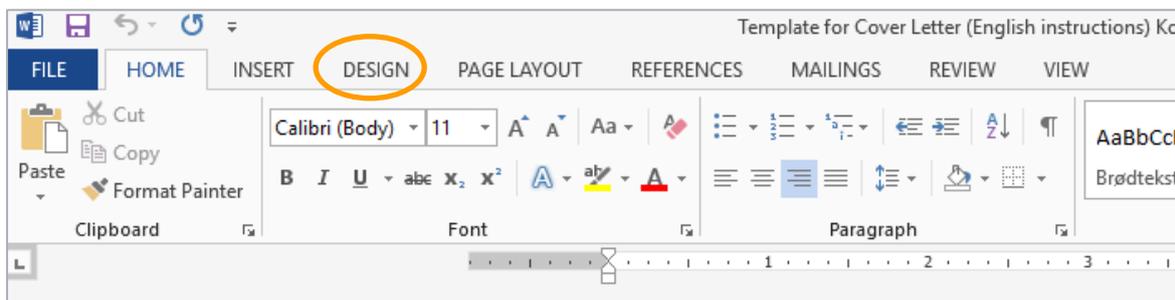


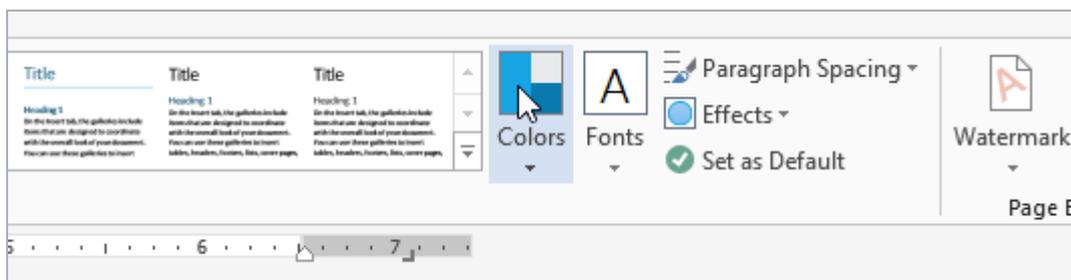
# How to get the most out of your CV templates

You can quickly and easily change the design through fonts and colours by:

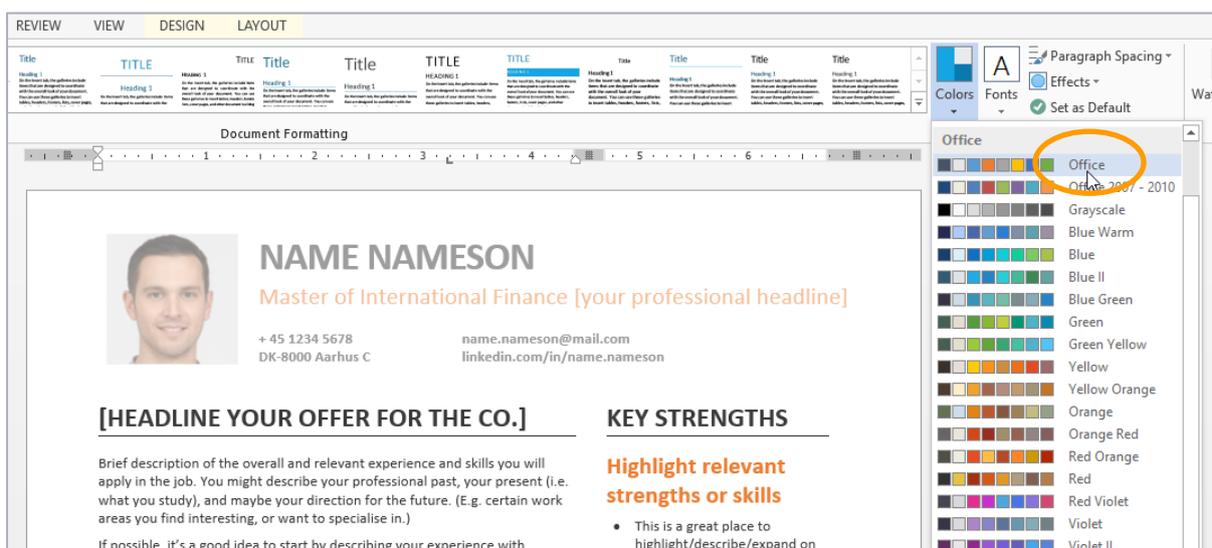
1. Selecting the "Design" tab in the Word menu



2. Press the "Colours" button, in the Design menu



3. Select a pre-set colour combination



#### 4. Or customise your colours

The screenshot shows a resume template editor. On the left, there are sections for a headline, key strengths, and experience. On the right, there is a color palette with various color swatches. A button labeled 'Customize Colors...' is circled in orange.

#### 5. Press the "Fonts" button in the Design menu.

The screenshot shows the Microsoft Word ribbon. The 'Design' tab is active, and the 'Fonts' button is highlighted. Other buttons like 'Paragraph Spacing', 'Effects', 'Watermark', and 'Set as Default' are also visible.

#### 6. Select a pre-set combination of fonts

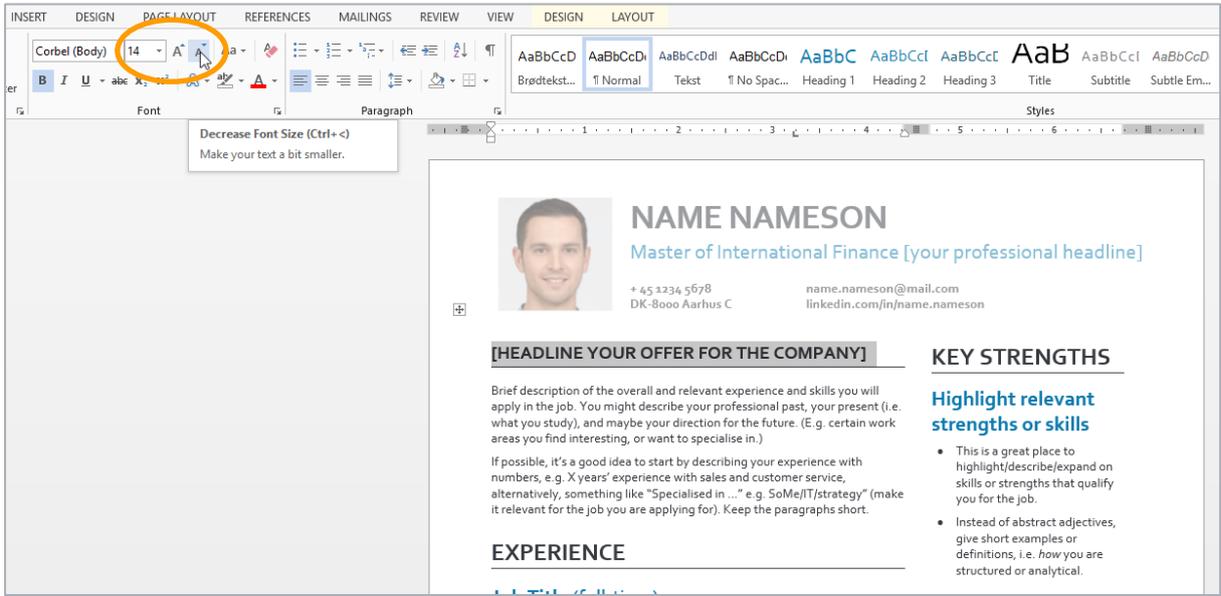
The screenshot shows a resume template editor. On the right, there is a font selection menu. The 'Corbel' font is selected and highlighted. The resume content on the left is visible, showing a headline, key strengths, and experience sections.

#### 7. Adjust the size of the font to keep your headlines to one line.

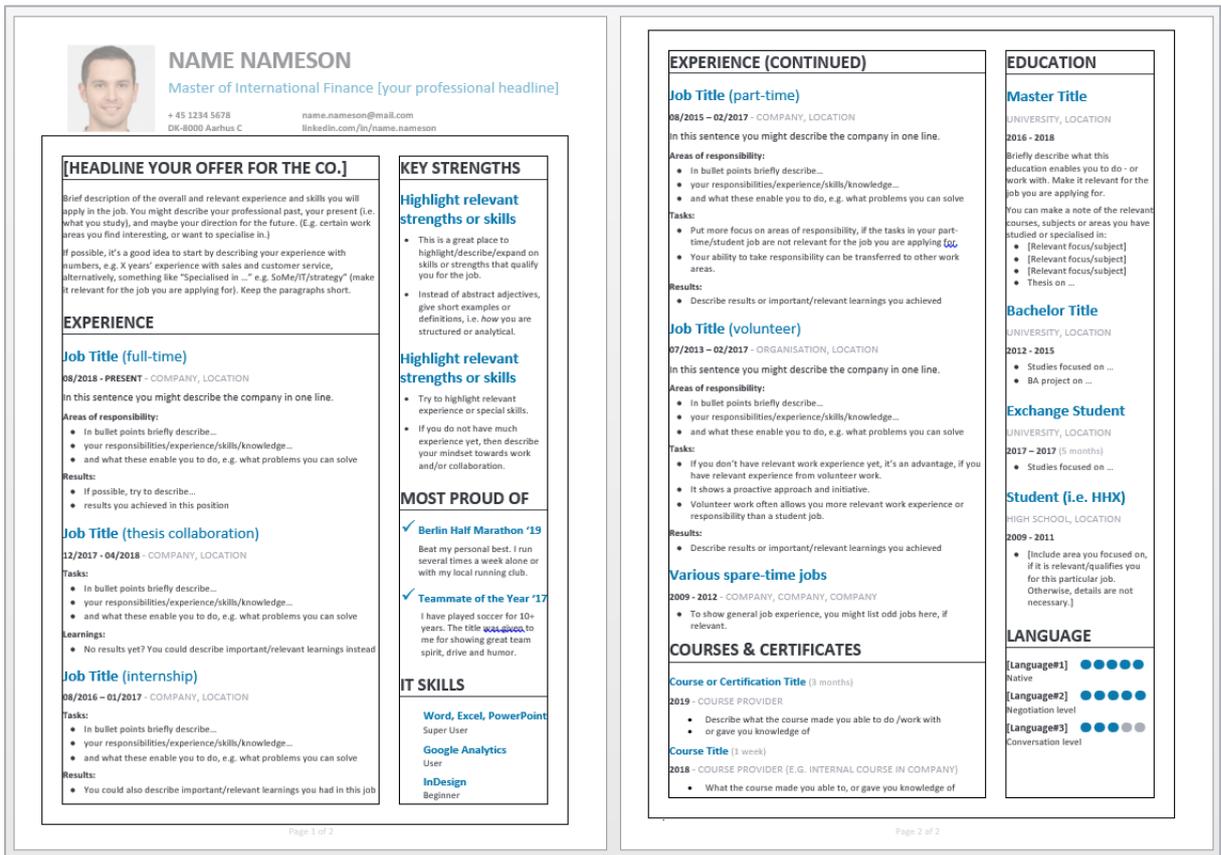
Make sure to change the other equivalent headings to the same font to maintain a uniform impression. Do this by

- selecting the heading (as shown below)
- clicking the "Format Painter" (the icon with the paintbrush)
- and then selecting the whole heading you want to edit.

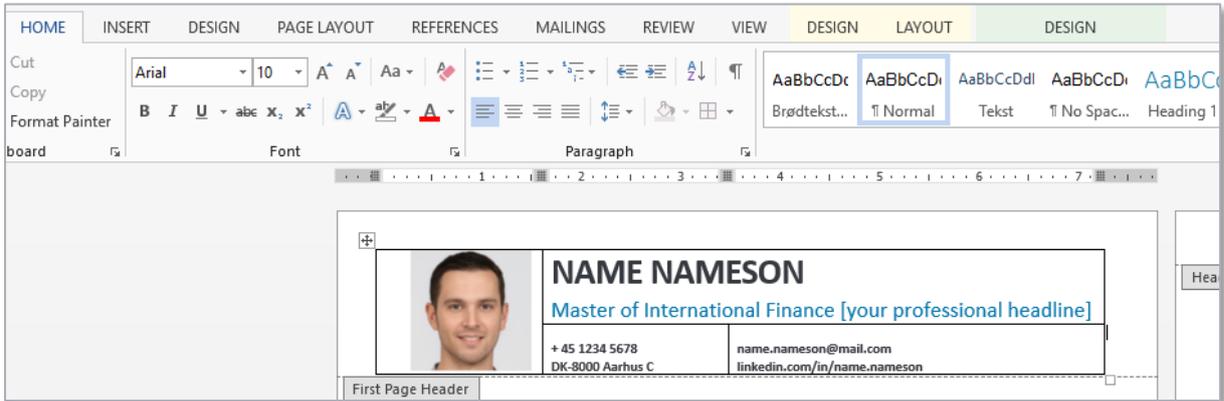
When you do this, the text you selected will change format (font, colour, size) to be the same as the original text you had selected. Repeat this for all the headings.



8. The layout of the “modern” CV template is designed very simply as a table with two columns and one row (with extra space between the cells, see below). This means that the text on page 2 is in the same column and row as on page 1. Be aware of this when you edit the text. For example, if you delete a position on page 1, the text from page 2 will move up to page 1.



9. On both templates, the contact information and photo are placed in a table in the header of the first page.



10. In order to replace the photo in the template, all you have to do is right-click the picture and select "Change picture" in the menu that will appear.

Then select "From a file" and locate the picture, you want to use, on your computer.

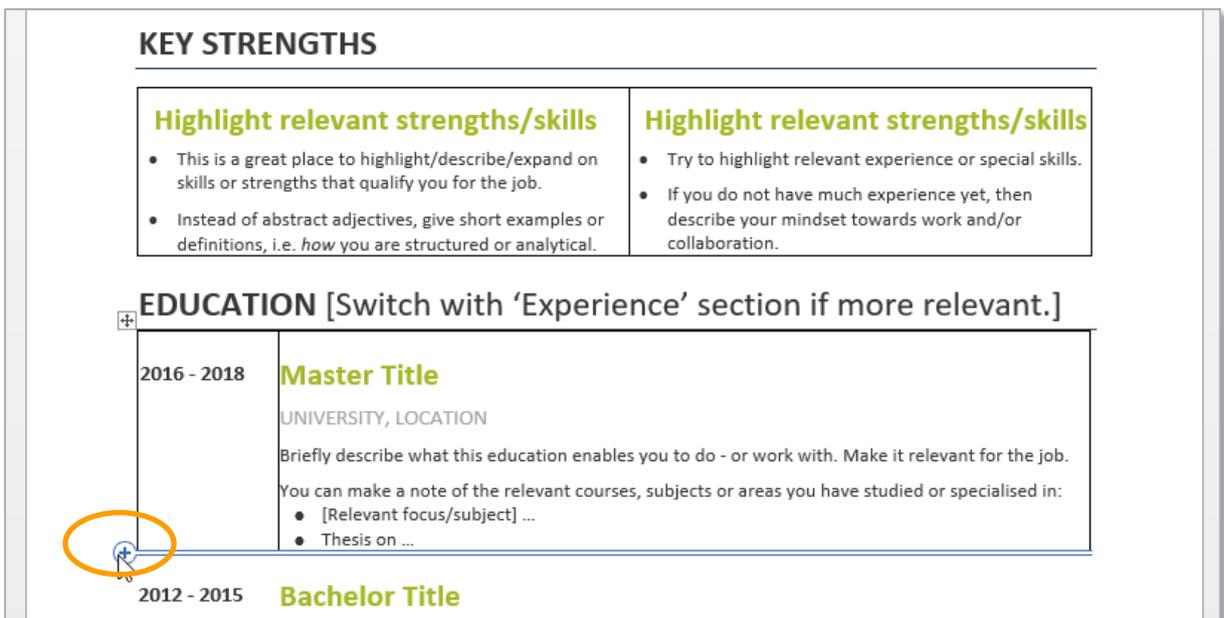
Do crop/reduce your photo if needed, in order to fit it into the space provided and avoid shifting the layout of the page. It is better to zoom in on your face than to include your shoulders; your face should appear close and not too small.

11. When you use the "traditional" template, the layout looks as in the picture below.

The text below "Key Strengths" is a table with two columns and one row.

The text below "Education" is also in a table with two columns. If you need to insert more rows for educations, you can do it by holding your mouse over the bottom left corner of the row to make a "+" appear (see below).

After you have inserted a new row, you can copy+paste the text from the other rows in order to keep the same formatting – for a uniform impression – in all the rows. Use the same approach to insert additional Key Strengths (i.e. add a new row by clicking "+").



EXPERIENCE	
<b>2018 - NOW</b> (2 yrs. 4 months)	<b>Job Title (full-time)</b> COMPANY, LOCATION In this sentence you might describe the company in one line. <b>Areas of responsibility:</b> <ul style="list-style-type: none"> <li>In bullet points briefly describe...</li> <li>your responsibilities/experience/skills/knowledge...</li> <li>and what these enable you to do, e.g. what problems you can solve</li> </ul> <b>Results:</b> <ul style="list-style-type: none"> <li>If possible, try to describe...</li> <li>results you achieved in this position</li> </ul>
<b>2017 – 2018</b> (5 months)	<b>Job Title (thesis collaboration)</b> COMPANY, LOCATION

12. The text below "Experience" is also in a table with two columns. You can insert more rows by holding your mouse over the bottom left corner of the cell and clicking the "+". Then copy+paste the text from a similar cell in order to keep the formatting uniform.

13. The text below "IT and Languages" consists of four columns and three rows. You can insert a new row by holding your mouse over the bottom left corner and clicking the "+" when it appears.

Then copy+paste the text from a similar cell in order to keep the formatting uniform.

IT & LANGUAGE			
<b>Microsoft Office</b> Word, PowerPoint, Excel, Outlook	●●●●●	<b>English</b> Negotiation level	●●●●●
<b>Social media</b> Facebook, Instagram, Twitter, YouTube, LinkedIn	●●●●●	<b>Dansk</b> Native	●●●●●
<b>IT courses</b> InDesign, Photoshop, SEO, Google Analytics	●●●●●	<b>[Language#3]</b> Conversation level	●●●●●

**MOST PROUD OF**

14. The text in the remainder of the template (profile at the top, "Most proud of" and "Leisure time") are not in tables, so you can edit it the same way you would usually edit a Word document.

MOST PROUD OF
✓ <b>Berlin Half Marathon 2019</b> Beat my personal best. I run several times a week alone or with my local running club.
✓ <b>Teammate of the Year 2017</b> I have played soccer for 10+ years. The title was given to me for showing great team spirit, drive and humor.
LEISURE TIME
In this section you might mention how you build energy to be ready for work. E.g. activities on your own, social activities, culture/nature, volunteering, travel, reading. It's good to be specific, but keep it short! Note! This section is optional. Some recruiters actually start at this section to get to know you as a person, while others don't look at it at all. Be aware that what you choose to describe gives an impression of your personality and your reader might be biased about whether that matches the personality they think they need for the job.