

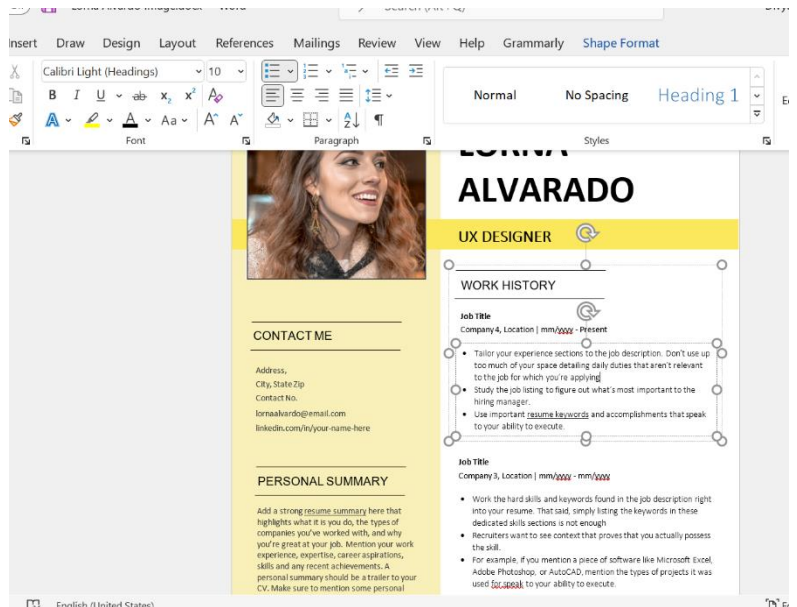
Instruction Manual

- Thank you for choosing our ATS-Friendly Resume and Cover Letter templates for your jobsearch journey!
- Please read the instructions carefully to assist with editing of these templates with your information.

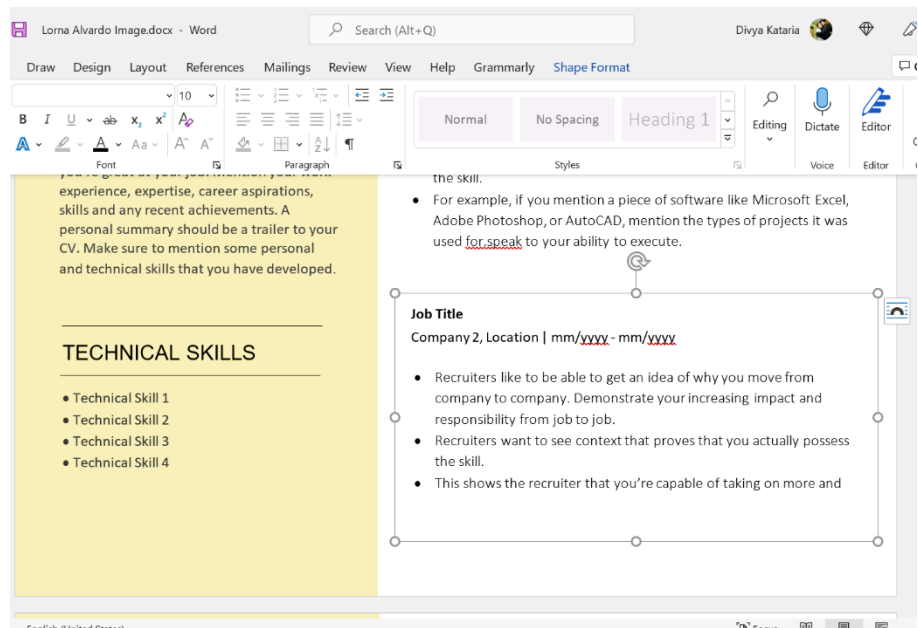
1. The resume is in a .docx format and easily editable. Choose what kind of resume you would like – one with or without a photo.



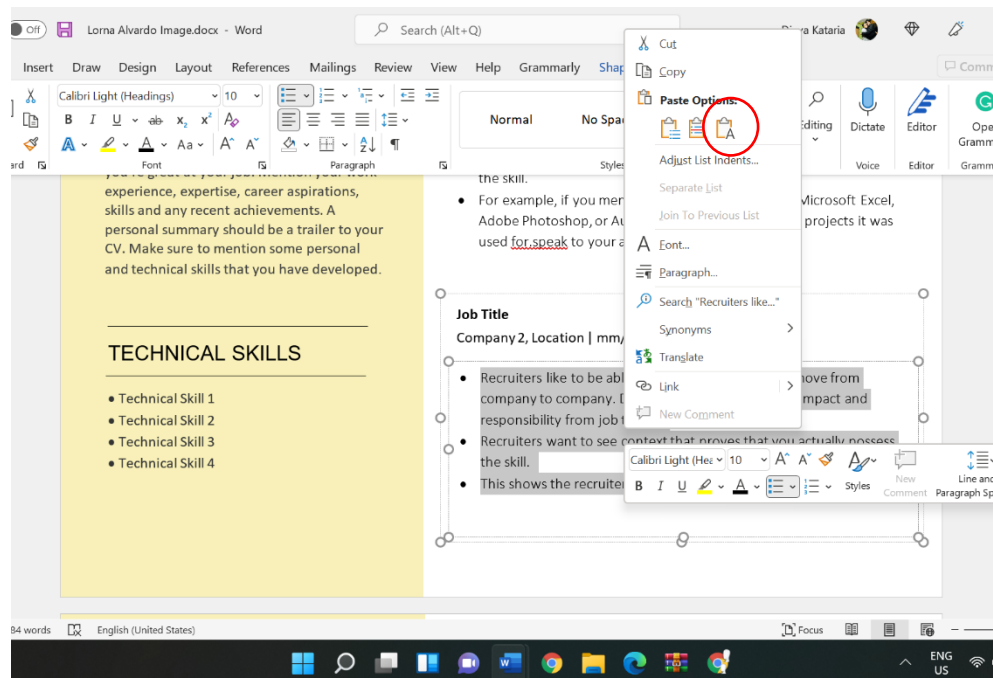
2. Hover your mouse over the section you want to edit and click on it. It should show you the grouped elements and you can start typing away.



3. To move an element around or to the next page. Left click on the side and ensure that the entire section is selected as shown in the image.

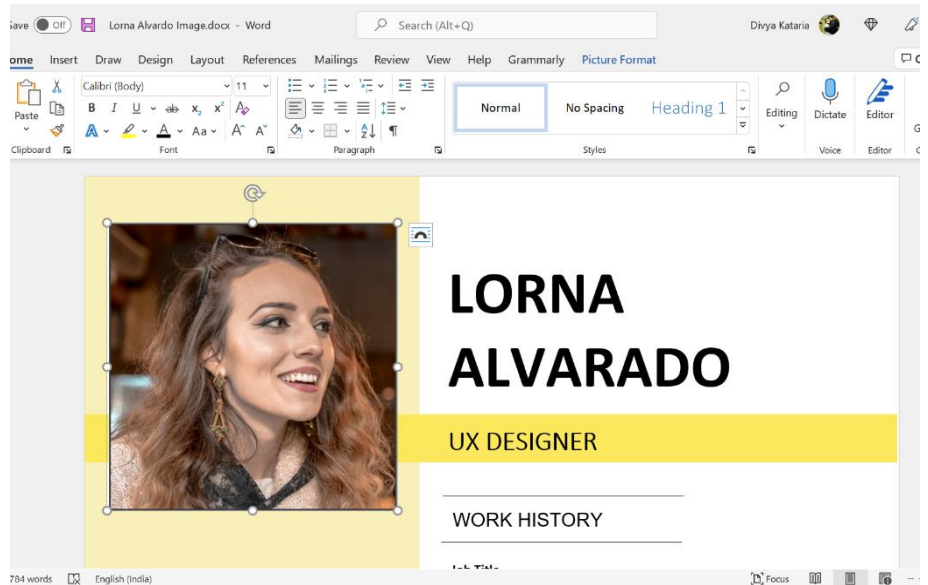


4. To paste a text from another file, please make sure you select the text that needs to be replaced and right click. Ensure you use the paste-text only option (in red circle).



5. To replace a photo with your own: Please follow the following steps:

1. Right Click on the stock photo in the template.



- Select change picture option and then select “from a file”.

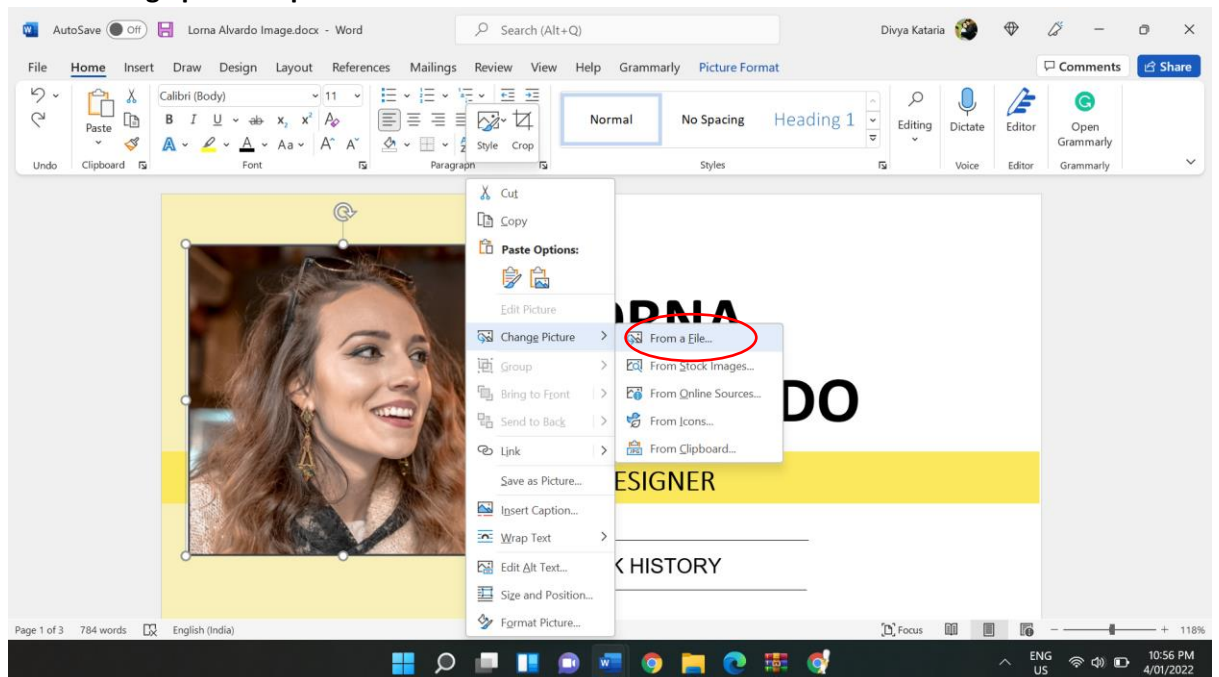
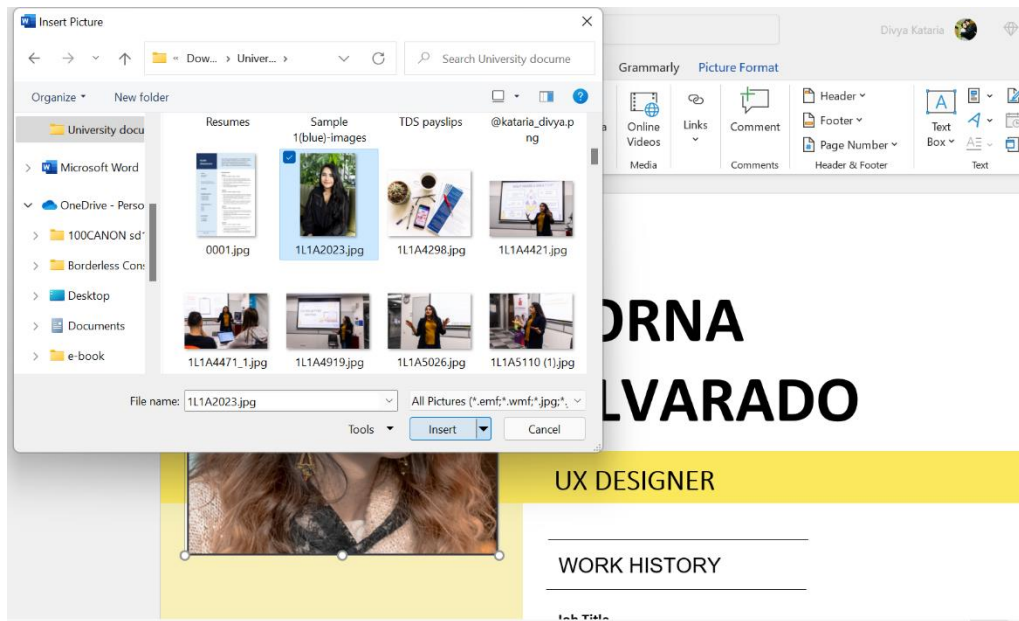
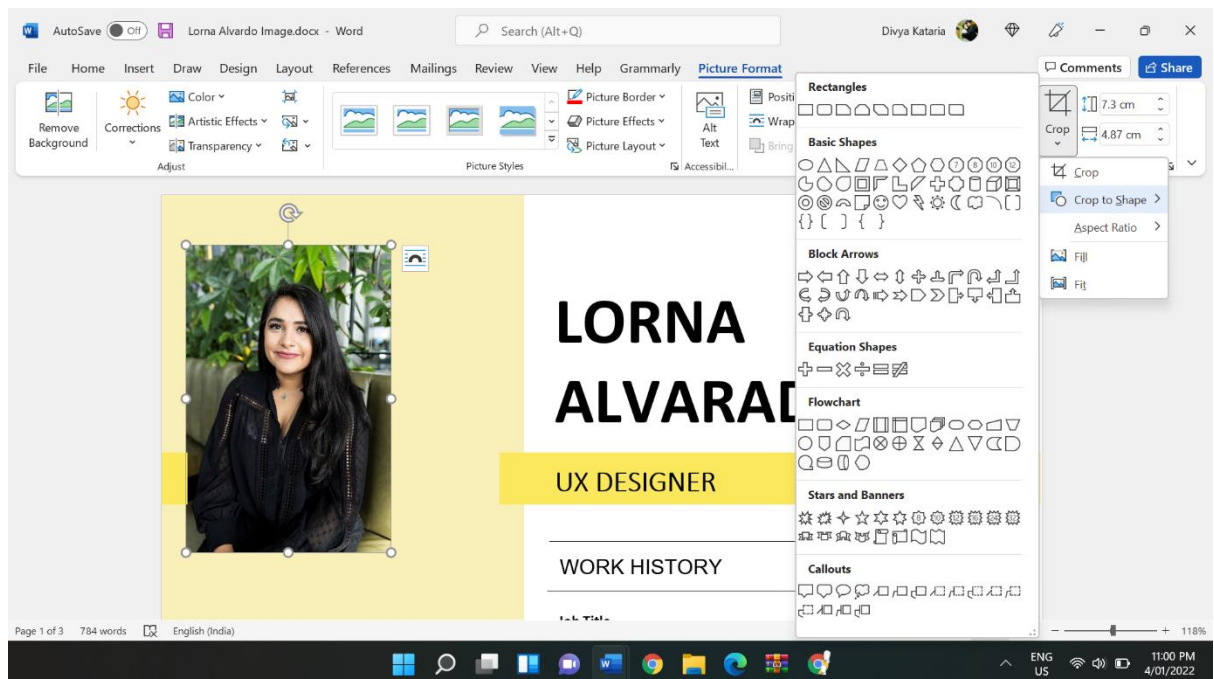


photo.

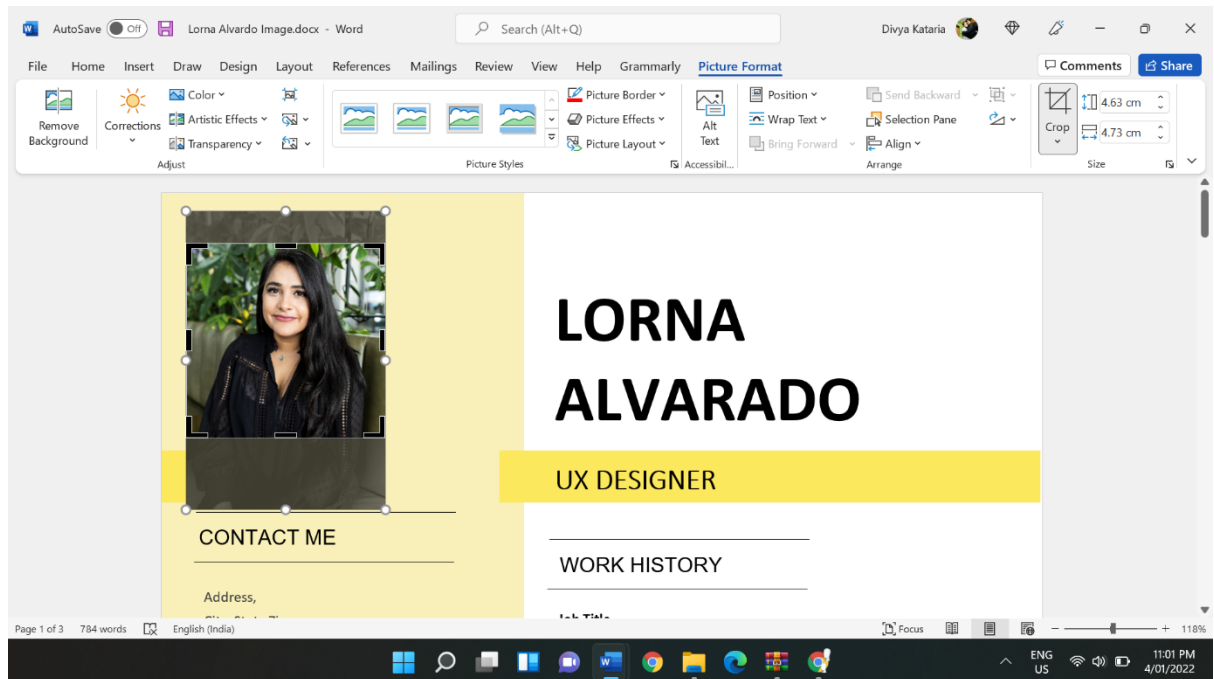
- **Insert your new picture from the desired folder:**



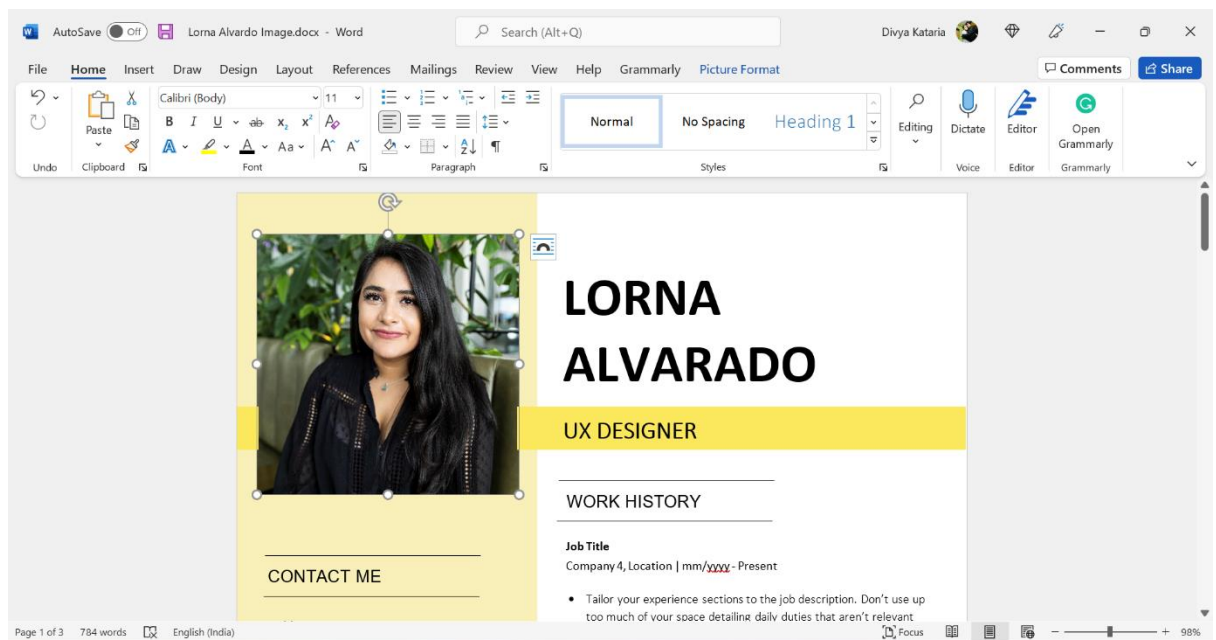
- **Now, the photo may appear out of proportion, but don't worry! Click on the photo and head over to the Picture Format on the main taskbar. Click on crop and choose the desired shape for the photo.**



- You can even crop freehand by just pressing the crop button!



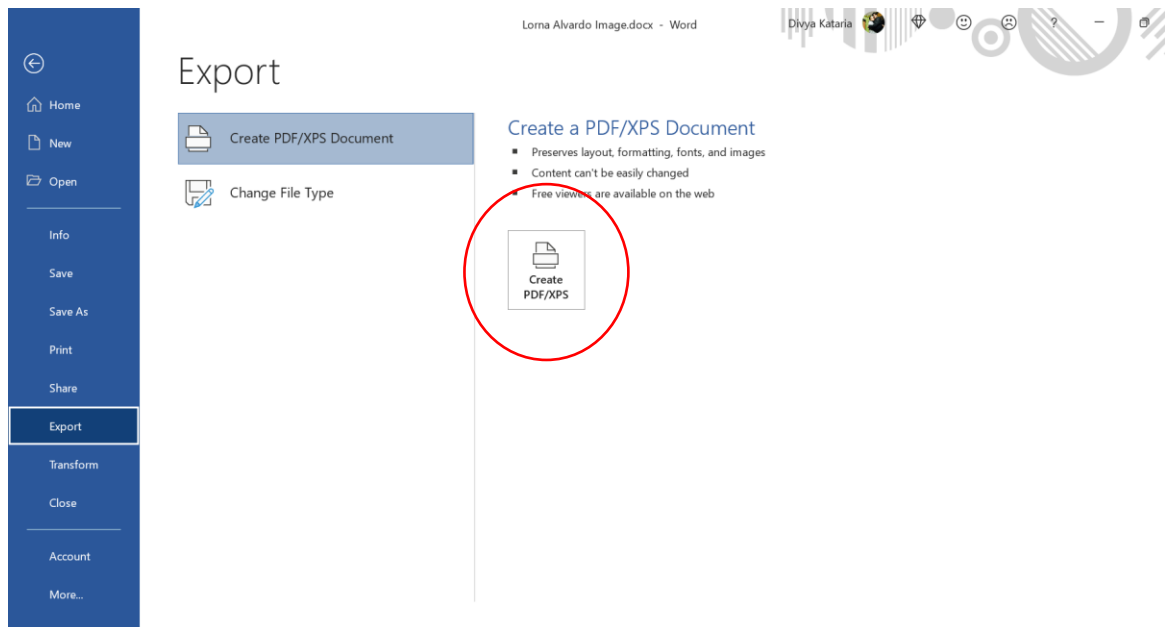
- Now, stretch the photo out with the edge of the photo to fit the frame. 😊



6. **Remember, once the CV is ready, please always export it to PDF format before submitting on the job application portal!!**

Click on file option on taskbar and click export

DO NOT USE THE PRINT OPTION TO CONVERT TO PDF AS SOME ELEMENTS MIGHT NOT BE READ!



7. **To split the exported pdf into CV and cover letter separately, head over to a pdf splitter on google. There are lot of options for free. My favourite one is:**

https://www.ilovepdf.com/split_pdf

That's it, your resume is ready! 😊

I am always here if you need any more assistance, please email me on

divyakataria@borderlessconsultants.com