



# Template Guide

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

  
RESUMEHUB.NET

# Welcome

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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](mailto: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 \_\_\_\_\_

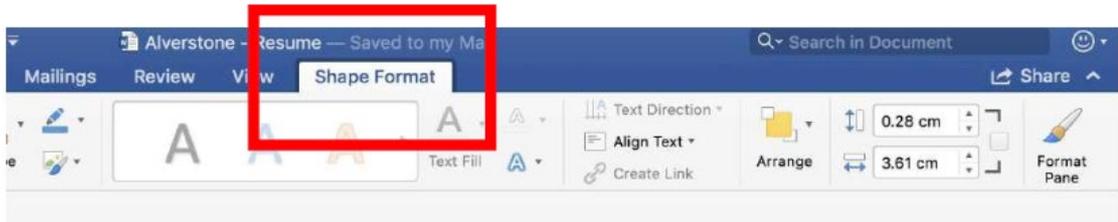
- 1 In Word file, go to Page Setup  
Settings – Page Attributes  
Format for – Any Printer  
Paper Size – click here and then click on Manage Custom Sizes
- 2 Click + to add new size – name it "PDF Borderless"  
Click in the paper size boxes and make it 8.5 x 11 (or whatever you need)  
Make sure Non-Printable 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 \_\_\_\_\_

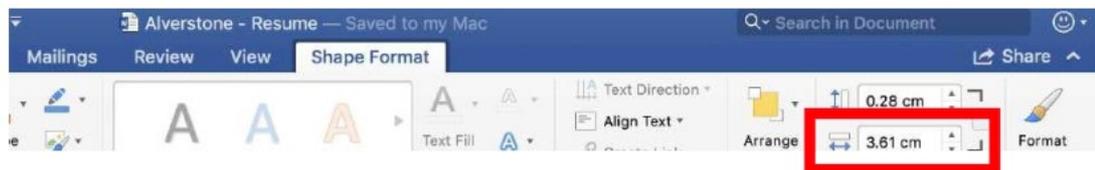
- 1 Click on the slider you wish you change



- 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

You're going in the right direction!

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