



JOB DUCK PRESENTS

# CUSTOMIZABLE RESUME TEMPLATE

Have you ever struggled to compile enough information to get a job when putting your resume together? We know that it is essential to display your experience and education. However, a good design can also say a lot about your personality and your abilities. For this reason, we wanted to give you **several templates to make an eye-catching and memorable resume**. Don't let that recruiter turn page without looking twice! **Are you ready?**





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Click Here!



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# CLICK ON THE **TEMPLATE** YOU LIKE THE MOST TO START EDITING IT.

In the following pages, we will share a **step-by-step guide** with images to manipulate our templates. Additionally, we will talk about some helpful tools to have appealing visuals in your resume ([Canva's Color Palette Generator \(HERE\)](#), [Canva's Color Wheel \(HERE\)](#), and [Photofeeler \(HERE\)](#)).

**ADD YOUR NAME HERE**  
Add your profession or your career's title

**ABOUT**  
Add a brief description of who you are, your motivation, and where you are from. Note some of the traits the company is looking for and elaborate on those that you have.

**EDUCATION (RELEVANT TO THE JOB)**

**SCHOOL 1 NAME**  
Graduation year / The degree you obtained or type of education  
• Elaborate on academic recognition, coursework, activities, or other achievements obtained during your education.

**SCHOOL 2 NAME**  
Graduation year / The degree you obtained or type of education  
• Elaborate on academic recognition, coursework, activities, or other achievements obtained during your education.

**SCHOOL 3 NAME**  
Graduation year / The degree you obtained or type of education  
• Elaborate on academic recognition, coursework, activities, or other achievements obtained during your education.

**EXPERIENCE (RELEVANT TO THE JOB)**

**COMPANY 1 NAME**  
Active Years / Job Position  
• Achievements and accomplishments.  
• Skills you practiced and perfected.

**COMPANY 2 NAME**  
Active Years / Job Position  
• Achievements and accomplishments.  
• Skills you practiced and perfected.

**KEY SKILLS**

SKILL 1  
SKILL 2  
SKILL 3  
SKILL 4

**LANGUAGES**

English Spanish Other

**SOFTWARES / QUALIFICATIONS**

- Qualification 1
- Qualification 2
- Qualification 3
- Qualification 4
- Qualification 5
- Qualification 6
- Qualification 7
- Qualification 8
- Qualification 9
- Qualification 10

**ADD YOUR NAME HERE**  
Add your profession or your career's title

**ABOUT**  
Add a brief description of who you are, your motivation, and where you are from. Note some of the traits the company is looking for and elaborate on those that you have.

**OBJECTIVES**  
Add a brief description of what are you trying to accomplish professionally and personally. How would you like to develop yourself and more.

**EXPERIENCE (RELEVANT TO THE JOB)**

**COMPANY 1 NAME**  
Active Years / Job Position  
• Achievements and accomplishments.  
• Skills you practiced and perfected.

**COMPANY 2 NAME**  
Active Years / Job Position  
• Achievements and accomplishments.  
• Skills you practiced and perfected.

**EDUCATION (RELEVANT TO THE JOB)**

**SCHOOL 1 NAME**  
Graduation year / The degree you obtained or type of education  
• Elaborate on academic recognition, coursework, activities, or other achievements obtained during your education.

**SOFTWARES / QUALIFICATIONS**

- Qualification 1
- Qualification 2
- Qualification 3
- Qualification 4
- Qualification 5
- Qualification 6
- Qualification 7
- Qualification 8
- Qualification 9
- Qualification 10

**KEY SKILLS**

Innovation Leadership Focus Reading Analysis

**LANGUAGES**

English Spanish Other

**FULL NAME**  
PROFESSION AND TITLE

**ABOUT ME & OBJECTIVES**  
Add a brief description of who you are, your motivation, and where you are from. Note some of the traits the company is looking for and elaborate on those that you have. Add a brief description of who you are, your motivation, and where you are from. Note some of the traits the company is looking for and elaborate on those that you have.

**EDUCATION**  
Elaborate on academic recognition, coursework, activities, or other achievements obtained during your education. Elaborate on academic recognition, coursework, activities, or other achievements obtained during your education.

**EXPERIENCE**

**COMPANY 1 NAME**  
Active Years / Job Position  
• Achievements and accomplishments.  
• Skills you practiced and perfected.

**COMPANY 2 NAME**  
Active Years / Job Position  
• Achievements and accomplishments.  
• Skills you practiced and perfected.

**KEY SKILLS**

Planning Leadership Focus Reading Analysis Other

**LANGUAGES**

English Spanish Other

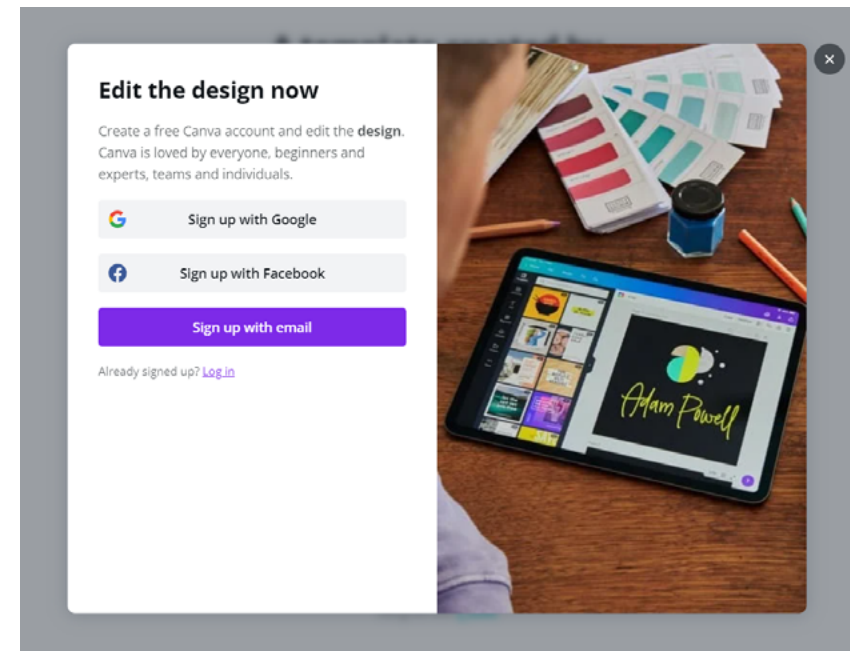
**QUALIFICATIONS**

- Qualification 1
- Qualification 2
- Qualification 3
- Qualification 4
- Qualification 5
- Qualification 6
- Qualification 7
- Qualification 8
- Qualification 9
- Qualification 10

# LET'S START USING CANVA

Firstly you will have to create a **Canva account**. You can Sign-up for Canva Pro, but that is not necessary. We carefully designed these templates for you to use for free. **Please note that if you see a crown in a button or a watermark in an element, it means that those options aren't part of Canva's free version.**

You can sign up through **Google, Facebook or Email**. Don't forget to validate your account afterward.



# UNDERSTANDING CANVA'S INTERFACE

Take the first glimpse at **Canva's interface**. For starters, the **left-sidebar<sup>1</sup>** allows you to use Canva's templates, add elements (such as images, videos, music, graphics, etc.), texts, upload your files, and add other tools. **The white horizontal bar<sup>2</sup>** under the top menu displays several editing options depending on the item you click. At the **lower-right corner<sup>3</sup>** of your screen, you can see a number with a percentage. If you click on it, you will find the different zoom options to view your design. Finally, in the **upper right corner<sup>4</sup>**, you can find several buttons to share your composition with other Canva users or download it, among other options.



<sup>2</sup> White Horizontal Bar: Editing options.

<sup>4</sup> Upper right corner: Exporting and sharing.

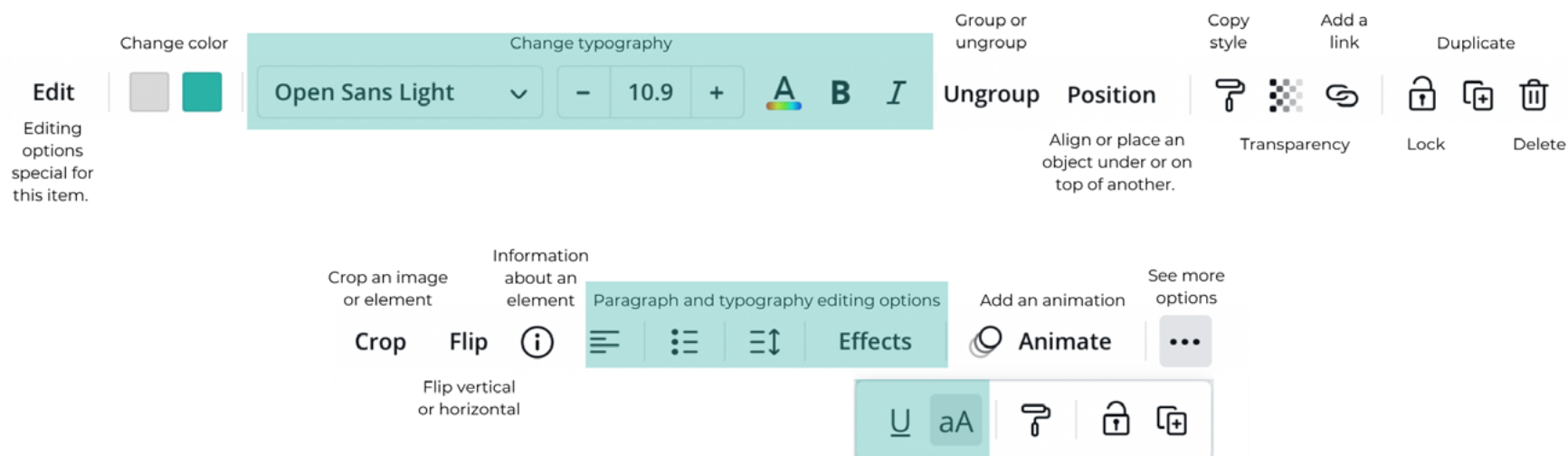
<sup>1</sup> Left Side Bar: Templates, Elements, Uploads, Photos, Text, etc.

<sup>3</sup> Lower-Right Corner: Zoom options.



## <sup>2</sup> White Horizontal Bar: Editing options.

These are the editing options we will see the most.



Click **HERE** to learn some of Canva's shortcuts.


# START EDITING



## EDITING CHARTS

All of the templates we shared have a variety of elements. Among those elements, you can find charts. These charts add a **visual representation of quantifiable data** (in this case, for example, your language fluency and your skills). To edit the predetermined values in our template, **click on the chart**, then the **edit** button on the top white bar, and you should now see a window on the left side of your screen where you can **change the values of your charts and even the type of chart**.




1

Progress ring


2
Percentage
67


Line weight
20


3
Percentage label
☐

4
Rounded endpoints
☒

1

Progress bar


Progress ring
✓


Radial progress


Progress dial

# HOW TO EDIT YOUR CHART VALUES?

1 Change the type of chart.

2 Percentage and outline weight.

3 Adding the % to your chart.

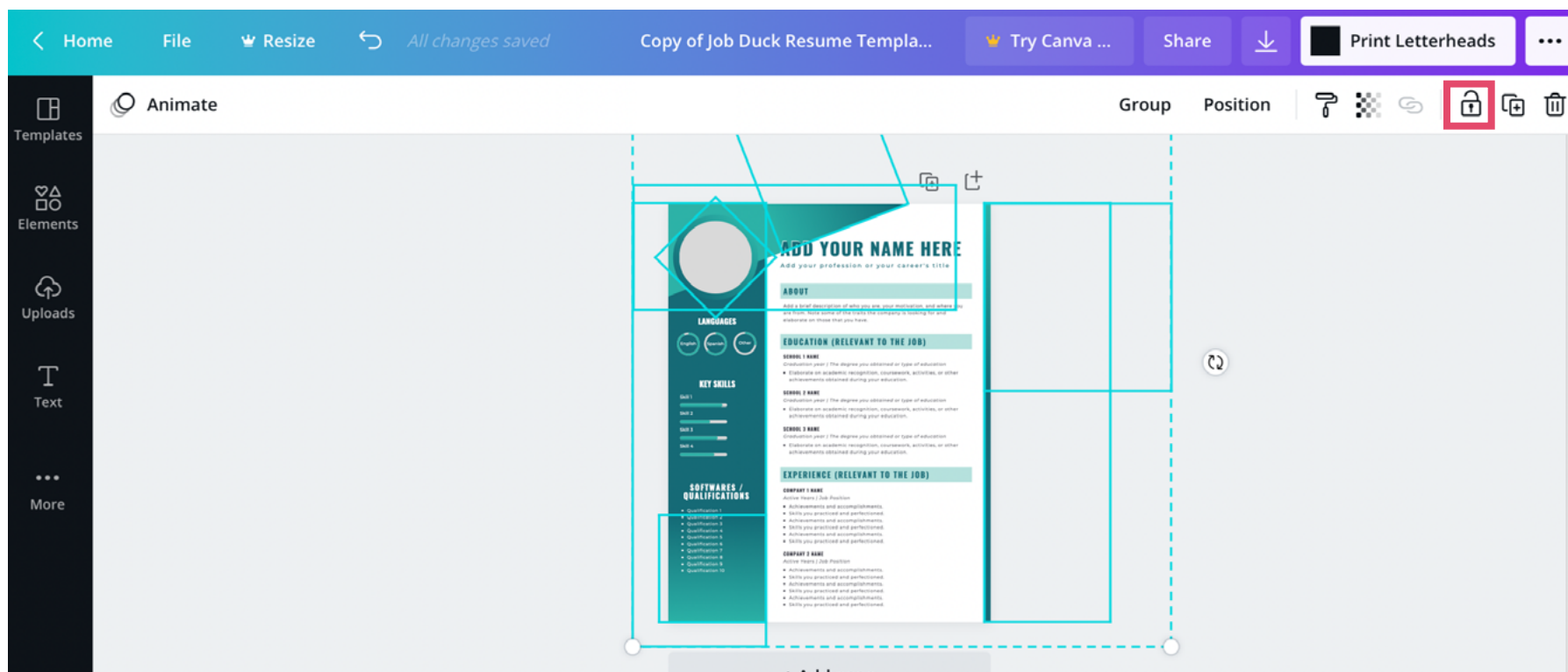
4 Endpoints flat or rounded.

## GROUPING AND BLOCKING

In Canva, you can **move all of the elements** in a design by clicking and dragging or using your keyboard's arrows. However, we decided to **group and block some items** in our templates. If you try to relocate an element in a group, the whole group will move. On the other hand, **you can't edit a blocked component**. We did it like this on purpose since if you can't move the background, you are free to organize the groups of text as you wish. In other words, we did it to speed up the organization and data entry processes.

Therefore, to **group and block elements**, knowing how to select several items may come in handy. To do this, you can click on an object, press the ctrl+shift↑ (option⌘+shift↑ on mac) keys, and click on all the elements you want to select.

Once you have your selection, you can **group and block elements** easily by clicking the button with the instruction (or icon) on the top white bar. To group, click on the 'Group' button. To lock or block elements, click on the button with a lock icon. Furthermore, to unblock and unlock items, you can follow the same steps. Simple, right? Remember that sometimes when you want to **lock texts**, you have to click on the three dots of the white top bar to find the lock button. Also, if you want to add more elements to a group, you need to **ungroup and add the new element** in the selection.



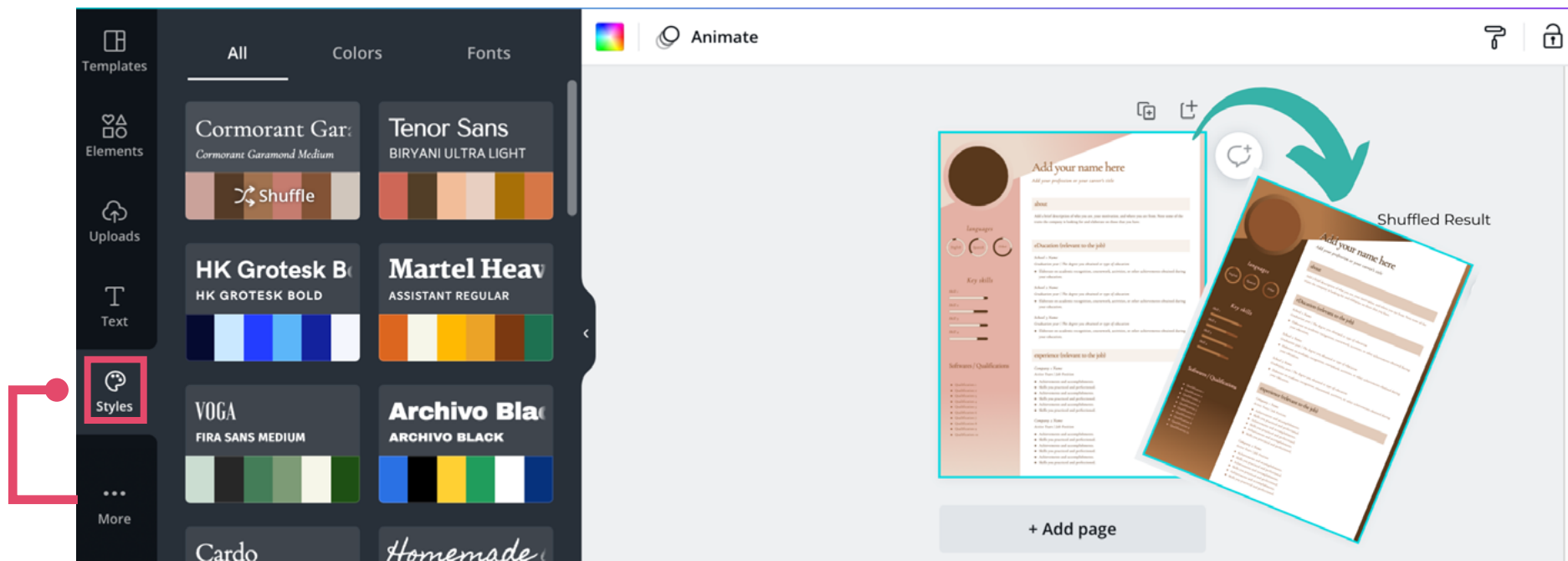
## CHANGE THE TEMPLATE'S STYLE

To **change the style of the template** in the fastest way, you must **unblock each element of the template**. By default, you can find each component of the background blocked. Once everything is unblocked, click on the three dots in the dark left-sidebar, and select the styles button to attach this tool to your sidebar.

Feel free to **choose a set of colors and fonts**. You can also change just colors or fonts if you click on the options at the top of this sidebar. Shuffle the colors until you like the final result, and if an item doesn't change, it may be because it is locked. If that is the case, unlock it and reapply the change of style.



If you don't fancy any of those color palettes, don't worry, you can use several of **Canva's Features**. **Canva's Color Palette Generator (HERE)** displays more premade palettes and allows you to create a personal palette using an image. Another tool you can use is **Canva's Color Wheel (HERE)** to choose the colors you like and make sure they go together. Unfortunately, if you don't own Canva Pro and want to change the colors of our template to a palette that isn't in your style sidebar, you won't be able to do it automatically. This means you will have to spend more time changing each element's color.

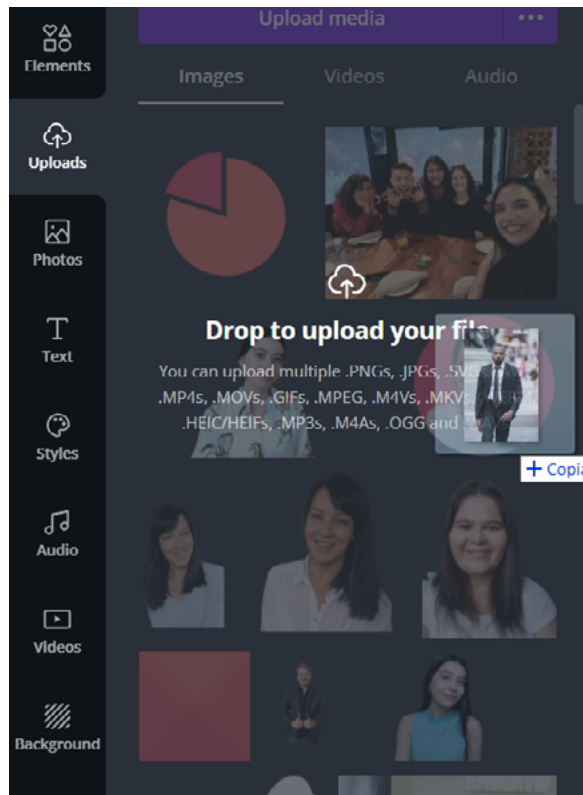


## UPLOAD A PICTURE

Adding a picture in the circle or rectangle at the upper left corner of the resume template is very simple. All you need to do is to **drag your image twice**. The **first time**, from the folder on your computer to the uploads section of the left-sidebar. The **second time**, from the uploads folder (in Canva) into the picture section of our template. Once it is there, you can click on your photo and see the picture editing options. We recommend you **crop it to the size you wish**. Something good about Canva is that it automatically respects the proportions of your picture.

If you are unsure of which image you should add, we recommend choosing a **professional-looking picture**. In other words, a photograph where you are wearing formal clothes, with a neutral background and looking directly at the camera (not a selfie).

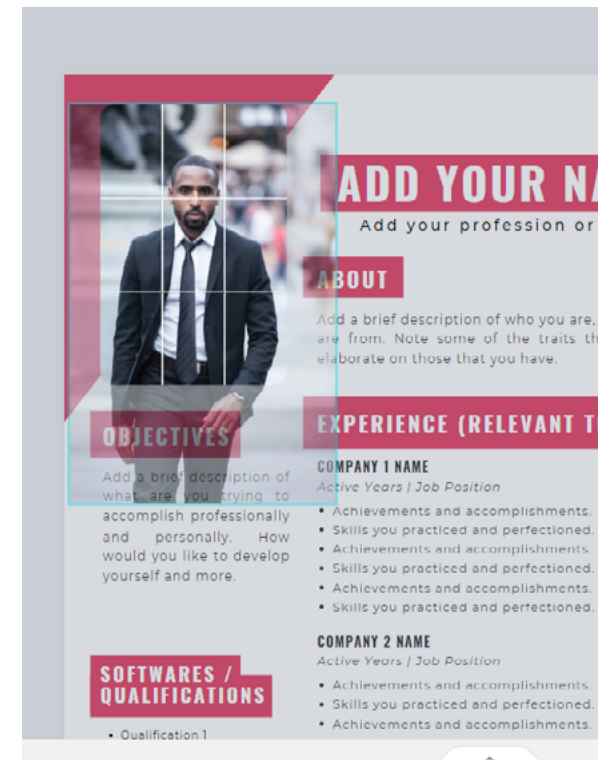
If you want to have unbiased opinions on what your picture projects, we recommend you use [Photofeeler \(HERE\)](#). In the business category, people will vote —based on your picture— on how competent, likable and influential you look.



**DRAW THE FILE FROM YOUR COMPUTER**



**ONCE UPLOADED DRAW IT TO THE TEMPLATE**



**DOUBLE CLICK TO ESCALE IT**



# FINAL THOUGHTS

Once you have edited the template and added all the information needed, you can **download your design**. The default type is **PDF** (we recommend you use this), but **you can also export it in different formats**.

**1** Exporting options.

**2** Choose your document type.

**3** Download button.

The screenshot shows a user interface for downloading or exporting a design. At the top, there is a purple bar with three buttons: 'Share', a download icon (labeled with a red '1'), and 'Print Letterheads'. Below this bar is a 'Download' dialog box. Inside the dialog, there is a 'File type' dropdown menu (labeled with a red '2') currently set to 'PDF Print', which has a 'SUGGESTED' badge. Below the dropdown are two checkboxes: 'Crop marks and bleed' and 'Save download settings'. At the bottom of the dialog is a large purple 'Download' button (labeled with a red '3').



Feel free to **use our templates, and personalize them.** Also, we hope you found this guide on how to edit the template and have great visuals helpful.

If you want to **expand your knowledge on Canva** and learn about everything it offers, check out their [Design School \(HERE\)](#).

**GOOD LUCK! WE LOOK  
FORWARD TO  
RECEIVING YOUR  
INCREDIBLE CV**