

INSTRUCTIONAL GUIDE

Professionally designed, easy to edit template package for the job seeker who wants to leave an unforgettable impression. The resume have a very organized and named layers, really easy to customize.! Fully customizable in Microsoft Word, Photoshop & Illustrator.

FEATURES

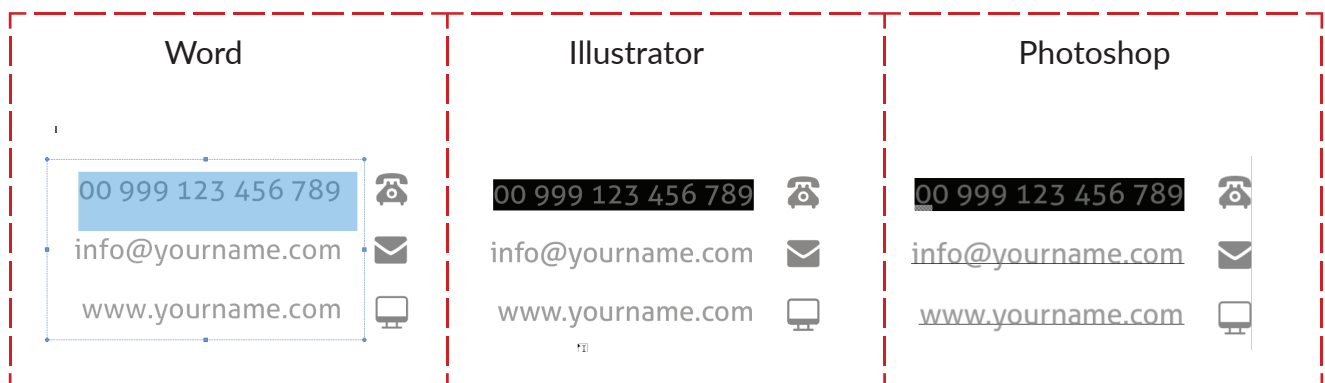
- Page Size A4
- 300 DPI
- Ai, PSD & Word Formats
- CMYK, Print ready
- Fully Customizable
- Free Fonts Used
- Resume & Cover Letter
- Easy To Use
- Well Organised Layers & Layer Groups

FONT USED IN THE RESUME

- Download & Install the font : Aller - <http://www.fontsquirrel.com/fonts/aller>

EDIT TEXTS

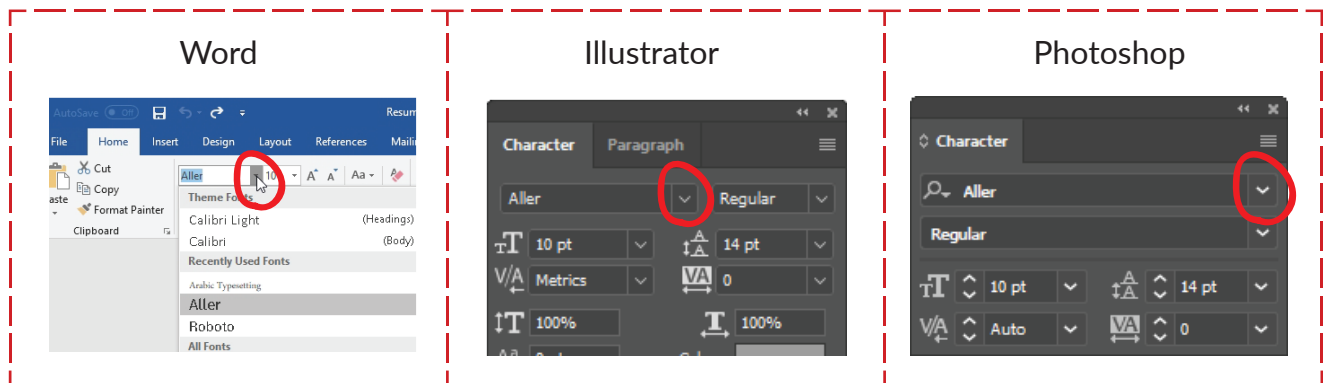
- select the text in **MS Word** that you want to change and fill in your own information
- select the "Type Tool" in **Adobe Illustrator** to select any text and change it with your own information
- select the "Horizontal Type Tool" in **Adobe Photoshop** to select any text and change it with your own info



CHANGE THE FONT TYPE

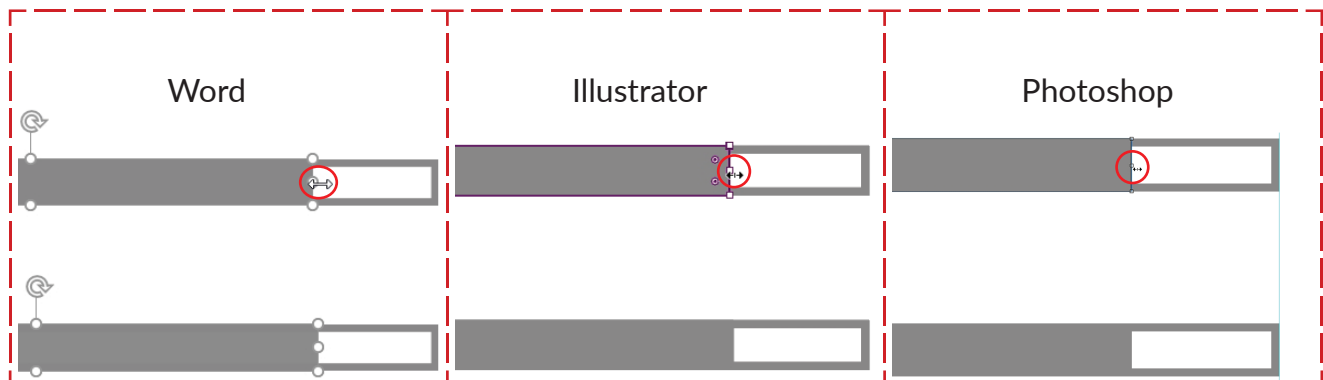
- select the text you want to modify in MS Word/Illustrator/Photoshop
- click the Home tab in **MS Word** , Click the drop down arrow next to the wide font box to display a list of fonts, select any font you like from the list
- Press ctrl+T to bring the Character panel in **Adobe Illustrator** , Click the drop down arrow next to the wide font box to display a list of fonts, select any font you like from the list.

- Press ctrl+T to bring the Character panel in **Adobe Photoshop**, Click the drop down arrow next to the wide font box to display a list of fonts, select any font you like from the list.



EDIT THE SKILLS CHARTS

- select the moveable part of the bar chart in Word/Photoshop/Illustrator.
- Increase or Decrease the width of the bar chart in **MS Word** by dragging the width sizing handle to right or left.
- Press CTRL+T to free tranform the bar in **Adobe Photoshop**, drag the width sizing handle right/left to increase or decrease the width of the bar chart
- Increase or Decrease the width of the bar chart in **Adobe Illustrator** by dragging the width sizing handle to right or left.



SAVE YOUR RESUME AS A PDF FILE - for emailing/uploading

When you apply for jobs via email, you may need to send your resume as a PDF file and the first step is to save your resume as a PDF file. Saving your resume document as a PDF ensures that the formatting will not get messed up when a user opens it.

- go to "File" and "Save As" in **Microsoft Word**. In the box that opens up, select "PDF" from the "Format" dropdown menu and click save.
- go to "File" and "Save As" in **Adobe Illustrator**. In the box that opens up, select "PDF" from the "Format" drop-down menu and click save.

If you have any question regarding this item, you can contact me through my Profile Page
If you like this item please rate 5 star

Thanks!