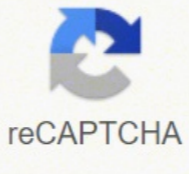




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# Microsoft word document cv template

Advertisements How to write a professional and effective CV (or a Resume)? Spend more time than you originally expected to create a professional CV. Every element of your CV needs to be worked out so that you can be remembered by your employer. As a result, your document can be distinguished from other applications, and this may be an opportunity to pass to the next stage of recruitment. How to start writing a CV (or a Resume)? Read the job offer carefully! In every official recruitment process, or at least the vast majority, the candidate is required to send a CV. Based on the information contained therein, the employer or HR specialist checks whether the candidate meets the specified requirements, and if so, the person is invited to an interview. After this stage of the recruitment process, a decision is taken to recruit the candidate. The sectors and jobs are different and therefore the requirements for candidates vary. Why do I mention this and why is it so important? I wanted to remind you that there is no single template, no single universal document, no CV template designed and adapted for all jobs. The CV is the answer to a specific job offer. Remember to adjust your CV to the chosen job offer. How to do that? Compare the required competences to your skills. If the requirements and your competences coincide, that means only one thing, you are the right person for the job. Use similar vocabulary, phrases from the job offer while writing your CV, it will make you well understood and appreciated as their perfect candidate. Your CV should be consistent. Your experience, skills and interests must be compatible with each other. What else can you do? Even if there is no direct request in the job offer, consider writing a cover letter. Attach a cover letter to your CV template (we have ready-to-use templates, general examples for selected positions. The right CV (or Resume) format, professional CV template - what to choose? Most CV templates can be divided into three main categories. Classic, modern and creative templates. Classic CV / Resume, this form of document will work in almost every industry. Simplicity, minimalism and clarity are the most important advantages of this type of documents. The classic CV will prove itself in technical professions and it is also a good choice for employees from the financial and insurance sector. Modern templates are a good choice for all those who want to show that they are up to date with new trends. A modern CV / Resume is an ideal choice for all IT professions (programmers, network administrators). It is also a good option for managers, traders, analysts. Creative templates will prove effective for creative positions such as computer graphics, advertising and marketing specialist, designer, photographer, copywriter. The most important clues: Download a CV template suitable for your sector (we have prepared classic, modern and creative examples for you to download). You must know that a recruiter spends an average of 7 seconds reviewing a CV, that's not much time, so type the most important information on the first page of the document, because if the employer does not find interesting information on the first page, you can be sure that they will not look at the second page. The candidate's photograph, yes I know in the UK, USA, Canada or Australia we do not add a photo to the Resume, but in other countries the regulations are different. According to the administrators of LinkedIn, a profile with a candidate's photo is more trustworthy and people who have published their photo receive more offers to cooperate. The same dependence applies to application documents. Write only the relevant information in the document, appropriate to the specific job. Add information that adds value to your professional profile or is interesting for your future employer. Develop the Career Summary section - the reader's attention will focus on the content of this section first. Use listed information in your professional skills and experience, this form will make your CV more transparent. Check what skills are required in the job advertisement. If your competences match those of the job advertisement, it is perfect. Remember that those listed in the advertisement are the most important for the employer, pay attention to those that are at the top of the list of requirements (usually those requirements are the most important). Use a list of points to present your skills. Always post information in reverse chronological order, i.e. add the latest experience at the top of the section (as in our sample CV templates, which you can download from the site for free). Write briefly and about yourself (you will tell more about you during the interview), make your CV powerful and short. You have a hobby that interacts with the job, great, write about your interests in your CV. The hobby works well for candidates with little professional experience. Remember, do not add any interests to your CV that may lead to embarrassing questions. Avoid creating large blocks of text, make the space between the sections to make your document more transparent and legible. Before sending your CV to your employer, save your document in PDF format (you have this option in Microsoft Word or use the free online CV wizard). The PDF format ensures that the recipient receives the document exactly as you saved it. Improve your chances of finding a job, prepare a CV that distinguishes itself from other documents. Remember that a good CV format is not everything, the most important thing is the CV content. I will use a metaphor here. The content, not the cover, decides whether a book is good, while a good cover may make you want to pick up such a book in a bookstore. DOCX / WORD format single-column traditional document. A simple and clear one-page combination. Right under the photo and contact details, there is a professional summary section. From this section the employer should start reading the candidate's CV. The next sections are skills, work experience and education. Modern two-column template. Photograph, personal and contact details of the candidate are on the left side of the document. The colours used are grey and white. Fonts used, headlines: Arial Black, other content: Calibri. Elegant, stylish two-column professional résumé template with navy blue and gold accents. You can easily replace the colours used with others. Are you applying for an office job? Are you a salesman, a manager? This is the perfect CV template for you. The versatility of the template allows to use it for many different positions. A creative and elegant 2-column document with graphic elements. Are you applying for a job position where creativity, inventiveness, conceptuality is valued? Are you a graphic designer, designer, marketing specialist? This is a good choice for you. Remember the appropriate name of the file/document, use your first and last name (separated by dashes or underlining sign) e.g. Donald\_Smith.pdf Should the graphic form be used in the CV / Resume to present information about the candidate? Did you know that the graphic presentation reaches the reader much faster and more precisely than the text. 1/10 of a second - that's exactly what the reader needs to understand the graphic message (it's much faster if we use the text). The right colours can raise the reader's interest in this part of the application even by 80 percent. The graphic form of presentation of skills will work well for creative positions such as IT graphics, or in the IT sector such as the position of a developer. You can stop looking for the best resume templates for Word right now. Why? You've just found them. They're right below. In fact, you've found so much more than you bargained for—Save your time and have your resume template ready in 5 minutes. Our resume builder app will do all the formatting for you. You can download your resume as a Microsoft Word or PDF file format. Plus, you'll get ready-made content to add with one click. See 20+ resume templates and create your resume here>Create your resume nowSample resume made with our builder—See more templates and create your resume here.One of our users, Nikos, had this to say:[I used] a nice template I found on Zety. My resume is now one page long, not three. With the same stuff. Find more resume templates here: If you are looking for some specific resume examples, see:How to access Word resume templates from your computer?Launch Microsoft Word and start creating a new document. Under the text box, click on Resume and Cover Letter or type "resume" into the search bar. Select the Word resume template you like. Click Create and start editing the template in MS Word.Alternatively, you can visit Microsoft's templates and themes page and find one you like there!!1CubicCubic is a professional resume template for Word that pairs traditional resume elements with a modern minimalist layout. It's nicely divided into three sections each of which is of a different color.Now—How's it even possible to achieve such results in MS Word without getting messy with the infographic resume elements and layout?Here's how you do it:Launch our builder, fill in the blank spaces, and the app will take care of all the formatting for you. Once you finish writing your resume, export the document as a Word resume template.The result? Great-looking, immaculately formatted, and... editable resume. If you notice any typo or would like to add or replace a word, you can do it quickly using MS Word. If you want to change font sizes, margins, colors, element spacing, etc.—use the builder. It will make sure that the formatting looks great no matter which part of your resume you decide to change the look of.2ConceptThis Microsoft Word resume template incorporates a timeline that makes it easier for the reader to follow your professional experience.Our builder allows you to download your resume as a DOC or PDF file. If you're wondering which format is better, let me tell you one thing—it depends.Recruiters often prefer MS Word because they can make changes and leave notes (e.g., add the recruiter's company letterhead or remove contact details so that you aren't poached by the hiring company).Most hiring managers, however, prefer PDFs because they're very universal and there's no need for special software. A PDF resume will work just fine on mobile devices, which is a blessing for bosses who are always on the go. Plus, you can rest assured that your resume formatting won't get messed up in transit.3CrispCrisp is one of our two-column resume templates for Word. Its elegant look will work great for both creative and more traditional roles.Remember:Our resume builder is more than a collection of templates. What you get is a resume writing powerhouse full of expert-curated content available at a click of the button.Pro Tip: When writing your resume, pay attention to its structure and the general look and feel. Studies show that recruiters spend only about 7 seconds scanning your resume initially, and if it looks cluttered or they can't quickly find the information they're looking for, they're very likely to reject it.4DiamondThis Word resume template is a good choice for a combination resume. The sections are clearly visible and skimmable.Plus—With our state-of-the-art cover letter builder, you can easily create a powerful resume and cover letter set. Answer a couple of questions, and get a targeted cover letter in no time. Tweak it to make it yours and land your dream job in style.Pro Tip: There are three most popular resume formats, and depending on your professional experience: chronological resume, functional resume, and combination resume. Each has its pros and cons. You can learn more about them from our dedicated guides.5EnfoldIt doesn't matter if you're working in a traditional or creative role, this is one of our resume templates for Microsoft Word that will work great in every imaginable scenario. The resume summary area placed at the very top will help the recruiter quickly learn what your stronger traits are.6IconicThis resume Word template is very easy to scan and, as such, it's suitable for anyone pursuing a corporate position that attracts a large number of candidates. The resume header area which is easy on the eye will let the recruiters quickly see what a great hire you could be.7InfluxThis modern-looking and elegant Microsoft Word resume template is a good choice for a managerial resume in more traditional industries.8MinimalThis minimalistic resume will be just as suitable for an academic CV as a more formal manager resume. It's predominantly focused on the content, with a subtle addition of bar graphs to illustrate your proficiency in various skills.9ModernThis modern MS Word resume template includes graphical elements that make it stand out from the rest and don't distract the reader from the document's content. Thanks to its two-column layout it can hold quite a lot of information without looking cluttered.Looking for less standard resume templates? Visit our gallery of 16+ Creative Resume Templates10InitialsWhat makes this Word template for a resume look different from the rest is the graphical element with your initials. The template also incorporates a skill grading scale and a set of icons to make your abilities and contact details clearly visible.11MuseThis resume template in Word blends professionalism and simplicity. The section titles are accentuated with small ribbon-shaped elements right next to them.12NanicaNanica is one of our resume templates for Microsoft Word that's perfect for a two-page resume or an academic CV. Thanks to its simple formatting, the resume sections can smoothly extend into page two and beyond if need be.Pro Tip: There's been a lot of debate recently as to the perfect length of a resume. It turns out there's no such thing but in the vast majority of cases, a one-page resume will work great for candidates pursuing entry-level positions whereas more experienced job-seekers may consider making a two-page resume.13PrimoThis Word .doc resume template has a two-column layout that lets you include all your relevant experience and key skills, and will still have plenty of room left for adding extra resume sections, such as software or languages, for instance.When making a resume in our builder, drag & drop bullet points, skills, and auto-fill the boring stuff. Spell check? Check. Start building a professional resume template here for free.When you're done, Zety's resume builder will score your resume and tell you exactly how to make it better.14NewcastAnother one of our professional resume templates for Word that's perfect for a longer document. It's suitable for seasoned executives and distinguished academics alike.15SimpleThanks to its two-column layout, this simple CV template for Word is perfect for experienced candidates who want to present their professional side on a single page.16ValeraValera is a creative resume template for Word that combines youthful energy with pure professionalism. Also, it's perfectly usable as a two-page resume template.17VibesThis resume template for Word mixes simplicity with modernity. The icons draw the recruiter's eye right to the section titles. White space gives it an elegant professional look.18CascadeCascade is a very universal resume template for Word. It's suitable for entry-level candidates and executives alike. Its two-column layout will let you include a lot of information without cluttering the document.19Color Block Resume This free resume template for Word is one of many templates accessible directly through MS Word's own template gallery.Click here to download it for free.Here's how to make a resume on Word:Launch MS Word and start creating a new document. Under the text box, click on Resume and Cover Letter.Select the Word resume template you like.This is it. You can start editing your resume now.But you need to realize one thing—The templates you see in the MS Word gallery work best with the documents whose content is almost identical to what you can see in the original sample.Why?Unlike our builder, MS Word will not automatically adjust the template to the content you're typing in. In other words, you'll have to manually tweak everything (margins, spacing, line breaks, fonts, graphical elements, etc.) whenever you wish to add or replace something on the original template.Here are some more examples from MS Word resume template gallery (and other places around the web):20Green Cube Resume This two-column free Word resume template includes large section headings and bar charts to reflect your proficiency level.Click here to download it for free.Pro Tip: Some Word resume templates allow you to include a photo. However, adding pictures to resumes is rarely a good idea.21Creative Resume (Designed by MOO) This free modern resume template for Word is a good option for entry-level candidates with not too much experience under the belt.Click here to download it for free.If you are looking for modern resume you can also check Modern Resume Template22Subtle Creativity This free resume template for Word will come in handy to fresh grads and experienced candidates alike. It's universal enough to be used as a single- and multiple-page resume.Click here to download it for free.Plus, a great cover letter that matches your resume will give you an advantage over other candidates. You can write it in our cover letter builder here. Here's what it may look like:See more cover letter templates and start writing.23Crisp and Clean Resume (Designed by MOO) This free creative resume template for Microsoft Word is suitable for less traditional industries that welcome originality and inventiveness.Click here to download it for free.You may like to look at some Eye Catching Resume as well.24Simple Chronological Another free Microsoft Word resume template from Microsoft's own repository. It's simple and clean, suitable for all candidates who wish to just focus on the essence and have toned down embellishments.Click here to download it for free.You can also find some ideas other than Microsoft Word resume templates, for simple and clean resume designs here: Clean Resume25Simple and ModernThis free Word resume template is nicely divided into distinct resume parts. The skills section has a visual bar graph that reflects your levels of proficiency.Click here to download it for free.Plus, a great cover letter that matches your resume will give you an advantage over other candidates. You can write it in our cover letter builder here. Here's what it may look like:See more cover letter templates and start writing.This is it! How do you like our selection of resume / CV templates for Word? Would you like to share your opinion with us? Leave us a comment below! We're always happy to hear from you.





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