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No matter what field you work (or level of experience in that sector), a simple and white resume written in Times New Roman is no longer enough to cut it. But just because the resumes got more creative does not mean that you need special design software to make your application stand out. On the contrary, writing your resume in a good old Microsoft Word is still the perfect way to develop your personal brand, also communicating your experience and career goals. Continue reading to find out how to do your resume in word, then download one of these amazing resume templates that open directly in Microsoft Word. Download 12 free and editable resume template. 1. Open Microsoft Word on your computer. If you have Microsoft Word installed on your computer, open the program and let it load for a moment. There will be a couple of useful options waiting for you on the first screen, especially for creating resumes. 2. Select "Basic Resume" or "Resume Bold" from the template menu. Once launched MS Word, a model window will appear. Scroll down until you see model options designed for resumes -- there will be at least two of them. Double-click on what fits your style and personal brand, but don't be too particular about design yet... you can customize these models a little. 3. Fill in your name and contact the information at the top. When the resume template opens, you will see the placed text for each line of your resume,with your first and last name on top. delete this header text and enter your name, as well as any contact information you want the recruiter to contact you with. 4. This is a brief summary of your experience and goals. oa the first line under your name and contact information to describe who you are, what you do and what you are looking for in your career. 5. insert your school and your last education. lists any relevant degrees or certificates you have received through the school. you can safely exclude secondary education if you graduated in an accredited college. 6. describe every work you have done using the required lines on the model. your professional experience is often the most important section of your resume, so feel free to place this section over your skills and education, depending on how many jobs you have previously done. 7. lists all relevant skills. if you have experience in some software, exercises, problem-solving, or management techniques, oarli to popularize your skills. the skills section of your resume helps to reveal what all your previous jobs or related experiences have in common, based on what they taught you and what you provided them. 8. describe any relevant awards and achievements. finish your resume with any personal result or accolades you think that an intake manager in your industry would appreciate. Although this section should not include a better recognition from the small alloy, for example, it should definitely include yourof the month award from your last position. free resume templates that download in word of course, if you are already employed full time, it is difficult to find time to apply to a new job opportunity, let alone update your resume to reflect your qualifications. Fortunately, there are numerous publishers out there who have created amazing resume templates for quick editing and formatting in word. to avoid hunting internet for resume templates that are both free and compatible with ms word, we have listed 19 extra options below to customize with your own information right now. some of them have variations so you can choose your favorite design. four of them are specifically addressed to marketers. They are so beautiful, you don't think they open up in microsoft word once you download them. 1. monogram header resume pattern will begin with a simple. This is an exclusive hubspot resume model that is simple and clean with attractive monogram headers to recall each section of the resume. the rest of the design is based on a simple serif font for easy reading, which is a good thing considering that recruitment managers only take 7.4 seconds to evaluate a resume. you want your experience section to be easily scanned. download this model here. 2. maroon sidebar reume template by pulling the most thick information from text to side in an attractive color sidebar, this resume allows your experience to stay in the white space at the top. It is.easily customizable without difficult tables to manipulate or format. The side bars are in mobile text boxes that can also be removed if you want. Download this model here. 3. Central Bar Curriculum Model This resume looks different from most resumes, focusing on a single bar. This makes the resume more visually surprising, which could attract attention as recruitment executives are evaluating candidates. It also places emphasis on the goal with your chronological experience that supports it below. All this is in an attractive serif character which is elegant and classy. Download this model here. 4. Bold Serif Reume Template Speaking of serif fonts, this resume features an element of grace and formality with its character choices. It is perfect for individuals who are looking for more organic color than those most commonly found in curriculum, and colors are also easily changed in the themed settings of Microsoft Word. It also includes a skill level bar, adding a nice visual touch to the model. Download this model here. 5. Modern chronological resume model This resume template is available from Microsoft itself, and is one of the many free models that the company has prepared for those who depend on Microsoft Office tools to create content. Yes, it is written in Times New Roman — do not scare. Drawings like this can borrow a face of old school type and still impress recruiters with a clean layout and thin use of color. You can also change the character ifdesire (and the same applies to each model in our list). Download this model here. 6. Digital marketing resume model The digital marketing resume below comes from our collection of resume templates, all open directly in MS Word. Coming with two total pages, this sheet contains a wealth of information and offers the perfect amount of style while maintaining professionalism. Medium-level marketers up to CMO can find this valuable model. Download this model here. 7. Simple and clean resume template This model is the perfect balance of creative and modest -- better for the professional who wants to look casual, reflective, but not above the top. Not only does it have a space for a headboard on the top left, but you can customize the color of that entire panel. Created by Zoki Design, the resume template is also provided with a matching cover letter template. Download this model here. 8. Black and white resume model The black and white resume model fits professionals who prefer to use color and shading to add structure to their resume. The top black banner contrasts the applicant's name with pleasure to help him make it more memorable to recruiters. The grey banner just below the heading is perfect for a synthesis or career goal — makes the goals of a known but does not overwhelm the listed experience below. Download this model here. 9. Urban Development Reume Template The upper left illustration of this model showsHloom designers had in mind for this curriculum: civil engineers. But because it is a Word document, which graphics are easy to change and replace with an image that represents your work line. Are you an analytical? Design a smart line bar or graph icon and place it next to your blue name (or any color you want!). Download this model here. 10. Email Marketing Resumption Template The red color never fails to attach on a sheet of paper, especially if it is included in small quantities. The resume template for email marketers, below, captures that balance. In addition to the professional title in the upper right corner, this model also stands out with a subtle sans-serif character, helping to make a lot of text easier for a recruiter digest and read through. Download this model here. 11. Info Pop Resume Template This, also from Hloom, gives you exactly what the name suggests: wide space for the information you need, with headers that pop enough to get the attention of your employer. Although the model adapts to a ton of text, its soft color palate prevents the document from appearing overwhelming. Download this model here. 12. Dark Curriculum Model Ironia of the lot, a dark background could be just the thing to ensure that your resume does not fall into the black hole of the resumes accumulated on the desk of the intake manager. Using soft and yellow fonts, the resume model below reverses the usual color scheme of a resume without looking too hard to be creative. Download this model here. 13.and confidant resume template similar to the simple and clean model mentioned earlier, this resume design of nowpixelse communicates a really professional tone. the mature colors of the model work very well with the layered side panel above the top header. download this model here. 14. Incoming marketing resume template here is another resume model dedicated to digital marketing. This sheet offers all incoming marketing language that you need to express your values as a passionate, professional brand-loyal. similar to some other models in this list, it also uses only a vibrant color touch in the applicant's name at the top (where it counts more.) download this model here. 15.Smart and professional resume model this is another cutting pattern that offers a basic but secure design for any professional. the hot color panel on the right side is preformed for a written profile, where you can write a summary of your background or a form letter for each employer. Just be sure to customize this messaging to each new recipient so that it works for the job you are applying to. This model is available on freesumes and is free for users once they share the page on facebook or twitter. download this model here. 16. Spick and span reume template is no better name for the model below. the spick and span resume could be the cleanest sheet in this list. uses bold face, all cappucci, and gray face to structure various headers odifferently and maximise the reading experience of the intake manager. And all that minimalism makes the professional header on top pop off page. Download this model here. 17. Timeline-Style Resume Templates similar to the center Resume the disk earlier in the post, the Timeline model of Hloom is a super simple but creative way to tell your story. You can convey your progression through various jobs you have held on one side of the vertical line, and more static elements of your background — such as skills and education — on the other. Download this model here. 18. Content Production resume template This basic resume template is suitable for content manufacturers at all stages of their career. Spreading the header and skill text horizontally, the curriculum below fits a lot of crucial information comfortably on a page (of course, it also comes with a second page if you need it). Download this model here. 19. Fresh resume model This is perhaps the most imaginative of all Word based resume templates in this list — with both a meter of skill and a comic headshot. The model is designed by Venkata Naresh and has 12 different design versions that you see below. Did you create a Bitmoji of yourself? You think your employer would find it creative? Match the model and add it as a photo. Download this model here. 20. CV Resumer Model The curriculum vitae-style curriculum below flips the typical two-column resume so that the basic applicantis listed on the right side, rather than on the left. Feel free to change the color of this sidebar in Microsoft Word if dark red is not your thing — the pattern can pull out any color you want. Download this model here. 21. Goldenrod Resume Template This model, also offered on Freesumes, dares to use yellow as the dominant color — but does not sacrifice professionalism in the process. The document still the instruction section to a thick and bright banner at the bottom, but it is likely that you can change this in a skill section with some simple editing in Microsoft Word. Download this model here. 22. Resume the model with personal events This resume model has a quite striking header — without intended photography words — but it is not only for photographers. What makes this resume unique is the space for references on the lower right side. Does your field need others to ensure for your experience? This resume gives you space for three solid recommendations. Download this model here. 23. Creative resume model This is designed by stationary experts at MOO and is offered for download from Microsoft. Simple but vibrant, this model embraces the text with an artistic header and footer — great for recent graduates who need to fill blank space on the page. Download this model here. 24. Modern resume model This resume embraces simplicity with a slight touch of color to make things a little more interesting. It is also nice sections from Skills andNotes from the History of Work list. With LiveCareer.com, you can generate a template with basic information and then download to add small details. Download this model here. 25. Functional resume model This NovoResume.com model is colored and includes a place for your headboard that could make you look both interesting and confident for a employer. A colored format like this could be great for someone in the media or advertising sector who wants to maintain their visually memorable work application for potential employers. Download this model here. 26. Elegant resume template If you are looking for simplicity and efficiency rather than something colorful, consider this stylish resume template from Jofibo. With Jofibo, you can select this or other similar templates on the website, enter the information and then download it quickly and easily. Download this model here. 27. Blue Corporate HR Resume Template Canva, an easy-to-use design model website, offers some great resume templates. One of them is this simple resume with a touch of color in the background. Because of the color and image, it is quite memorable. But for those who prefer a more conservative resume look, this model is quite simple. Download this model here. 28. Resume concept This resume is great for people in technical space because it adds a touch of color and feels more compact, which will force you to reach the point about your key skills, certifications, andexperiences. download this model here. 29. cream and green account executive reume template this resume is also downloadable and editable on canva. was created for account managers, but it could also be great for charts or people working in visual fields because of its unique, yet still professional, color scheme. download or change the resume template here. how to save your resume remember, once you're finished customizing your resume, you're not ready to submit a question yet. to ensure the format of your resume remains the same for all those who receive it, save the document as a pdf. the best case? also the intake manager will not believe that your resume comes from word. editor note: This post was originally published in 2018, but was updated in May 2020 for completeness. Originally published 11 March 2021 7:00:00:00 am, updated 12 March 2021 2021

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