

Please Read Me:)

Thank You for Choosing This Resume Template Package!

I hope you will find it incredibly useful and that it will assist you in crafting your perfect resume.

This resume template package includes:

- 1 and 2 pages resume templates for MS Word (US Letter and A4 sizes)
- Cover letter templates for MS Word (US Letter and A4 sizes)
- References pages for MS Word (US Letter and A4 sizes)
- Resume writing guide
- Cover letter writing guide
- List of 150+ soft skills
- List of 380+ action verbs
- Resume editing guide for MS Word
- Resume checklist

REQUIREMENTS:

To open and edit templates, you need:

- A personal computer (PC or Mac) that has Microsoft Word 2007, or a later version of the software installed. If this is not a program you currently own, please visit <https://www.microsoft.com/en-us/microsoft-365/try> to sign up for a free trial.
- A PDF reader (most computers have one already installed).
- You will need to have working or basic computer knowledge and skills utilizing Microsoft Word.

PLEASE NOTE:

- Please be aware that this is NOT COMPATIBLE with OpenOffice or anything else in place of authentic Microsoft Word software.
- Please be advised that should you have an OLD version of Microsoft Word and the files will not open that you will need to email me, and I will then send you the corresponding files.

HOW DOES THIS WORK?

1. Find the necessary template in an unzipped folder and open it using Microsoft Word.
2. All you need to do is to type your resume content over my text. Simply follow the instructions presented in the writing and editing guides.
3. Upon completion of your resume, save it in .pdf format before sending off your application.

I wish you a bright and productive day!

Best regards,
Letterpeak

If you need help, please feel free to contact me :)