

# Using Resume Templates in Canva



Did you know you can create your resume using a template on Canva? Canva is a website where you are able to easily create beautiful designs + documents (including resumes).

- 1.) Go to the website: [www.canva.com](http://www.canva.com) and create a free account using your email address.
- 2.) On the left side of the screen, click on "create design" and select "resume."
- 3.) On the left side of the screen, you can choose what template you would like to use.
- 4.) Once you have selected the template you would like to use (there are many to choose from), start deleting the info on the template and replacing it with your own.
- 5.) The tool bar above your design is where you can control the typeface, size, color, etc. You can also drag and drop boxes of text to different areas if you need to.
- 6.) On the far left side of the screen is menu options for adding photos and other elements. You can upload a logo, image of yourself or any sort of image, if you need to add it to your resume.
- 7.) Once you've completed your resume you can select the down arrow next to the button "share" at the top of your screen. You can then download it to your computer in whatever format you need (PDF, JPEG, etc.) and then email it/upload it or print it.
- 8.) Your resume will be automatically saved in your Canva account, that way you can go back and update as needed.