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When it comes to writing a resume, some people will go so far as to spend hundreds of dollars to get it out of the way. A well-written CV is an important ingredient in a successful job hunt, and learning to create a right one can often be daunting. Even if you decide to handle it on your own, many of the recommended resume writing resources and websites are not freely available. But that doesn't mean you can't get away with writing a quality RESUME without paying. Using a Google Docs RESUME template is one of the best ways to achieve it. Fortunately, Google has recognized the popularity of Docs as a r sum  building tool and provides a gallery of templates to help you get started. How to find Google Docs Resume Templates When you navigate to Google Docs, you'll see a row at the top of the page with options for creating a new document. You can see one or two resume templates in this row, but there are others to check out if you click the Template Gallery link in the upper-right corner. Clicking on this will expand the template gallery and reveal a total of five different resume templates: Swiss, Serif, Coral, Spearmint and Modern Writer. By clicking one you will directly enter a new document where you can start editing the template. To edit a Google Docs Resume template After you select a resume template you like, you can start editing it. Let's check out the Serif template as an example. Serif is a sensitive template with two columns. Although you can add or remove sections based on how the content of the page is populated, it's important not to stack one of the columns with significantly longer text than the other. If you do, there will be an eyecore in the end. Therefore, a single-column resume template (such as Coral or Modern Writer) may be preferred. If you see that your first template selection doesn't meet your needs, you can always try out the others. Sections can be easily renamed and colored by simply highlighting and changing the text's font, color, and other attributes. Don't be afraid to experiment, because you can easily undo any changes or reload the template from scratch. An important tip to remember is that you should follow the preset formatting style so that the outline works correctly. If you highlight a small portion of the text in the RESUME template, you will notice that virtually anything that is not 'lorem ipsum' text is a heading. Although you can only format normal text to appear identical to the heading text, setting them as a heading is what tells Google Docs where to place them in the outline. While it's not common for businesses and employers to request your resume as a Google Docs link, following formatting rules can translate into the best possible export in all file formats. Some text editor supports outlines. How to save Google Docs Resume Templates As mentioned, you won't find many employers to ask you to enter a resume in shape a Google Docs link. Documents link. why you want to understand how to export your resume as one of the usual text-based file formats correctly. Fortunately, Google makes this process extremely simple and a matter of just a few clicks. All you have to do is click on the File menu, hover over Download to expand the options, and click on some of the file formats you want to download the resume as. In my experience with job search, most companies and employers will request your resume in PDF document format. However, it doesn't hurt to keep a Microsoft Word rich text format, and plain text copy of your resume. Downloading these now can save you time in the future. You should also check out each of the downloaded files using a supported application, such as Foxit PDF Reader, Notepad++, etc. The export process isn't always perfect, and you may need to polish these files around the edges. If you frequently update your resume, be sure to download your resume again in each of these formats. Don't release and send out an outdated RESUME copy just because someone requests it in a format you don't normally use. That's all it takes to create and save a resume through Google Docs using the selection of resume templates. While there are paid options that can make the process faster and easier, Google Docs resume templates are one of the best and most flexible free options. If you find yourself making the same overview of a document over and over again, you can save yourself a huge amount of time with a template. How to create custom templates in Google Docs. Although Google Docs offers a wide range of templates to choose from for free accounts, they don't meet everyone's needs. To create a custom template that you can reuse multiple times, you must use this small solution to generate them. Fire up your browser, go to your Google Docs home page, and open a blank document, previously created document, or one of Google's pre-made templates. Now that you have the bones in the document set for the template, you can rename the file to something that has the word Template in it. Click the file name, rename it to include Template, and then press the Enter key when you're done. Then click the folder icon next to the file name and click the New Folder icon to create a new folder for Google Docs templates. Give the new folder a name and click the check mark to create it. After you create the folder, click Move Here to save the template to your Google Docs template folder. This folder may now be the new home for any templates you create in the future. This is also a great way to keep everything in Google Drive neatly organized and easy to find for all members of your team. RELATED: How to organize Google Drive When you want to make a copy of your template, you can access them directly from Google Drive. Move on to Drive, look for the folder you just created for templates, and double-click it. Because is a template file that you should use several times, you should make a copy of the file before entering information into the file. Right-click the template and select Make a copy to duplicate the template file. The copy of the template is stored in the current folder with the prefix Copy of. From here, double-click the copy to open it, rename it, or move it all the way to another folder. If you open the document, or if someone sends you a template file, click File > Make a Copy to duplicate the template to Drive. Give the file a name, select a location for it in the drive, and then click OK to save the document template. That's all there is for it. To share the template with others, you can create a Make a copy link and send it in an email or share the file directly with a shared link. RELATED: How to share Make a copy link to Google Files If you have a paid G Suite account, you can save custom templates to your account's custom template gallery that all team members in your organization can use. With the method used above, free accounts can take advantage of sharing custom templates at no extra expense. There's an old saying: It takes money to make money. You will often find that this is true in even the earliest stages, such as job search. When you're hunting, your resume is one of the biggest things to consider. Many end up paying professionals to build their resume for them, just to make sure they make the most of their job applications. However, we recently taught readers a free way to create resumes using Google Docs resume templates. In this article, we'll go over where you'll find the Google Docs Template Gallery and what to expect from it. At the moment, the gallery is limited to just five templates, which is not enough for many people. Some of us are very picky about how we present ourselves, and we want to stand out. Using standard templates that hundreds of thousands of others use is not the best way to do so. Fortunately, there are many more templates out there. While sites like Etsy have extensive listings of Google Doc's resume templates for sale, there are free options elsewhere. In this article, let's look at some sites where you can find the best free Google Docs resume templates. Resume Genius Resume Genius is the right choice if you are someone who really likes the look and feel of Google Docs's stock resume templates, but you won't be problem with making cosmetic changes in themselves. Resume Genius offers five color schemes for the Swiss, Serif, Coral, Spearmint, and Modern Writer templates, which are some of the most popular. These colored templates come in black and white, blue, brick red, dark blue and grey. While recoloring some of the templates is just a matter of highlighting items and making a few clicks, it's nice that Resume Genius makes the process easy for us and offers a preview of additional color options. Hloom Hloom is known for its Microsoft Word templates, but it offers a selection of Google Docs RESUME templates. However, there is some manual work involved. Hloom's template gallery is filled with 19 RESUME templates of all types: text-based, graphic, informal, professional, column-based, table-based and more. The way Hloom delivers these templates is a little tricky though, so let's talk about how you can start using and editing them. Instead of providing a direct link to a Google Docs file, Hloom will get you to download a GDOC file to your hard drive. For compatibility with this file, it is necessary that you have Google Drive installed. However, we can bypass this step. After you download the GDOC file for the template you want to use, navigate to the location in Windows Explorer and try to open it. If Google Drive is not installed, Windows should ask you how you want to open the file. If Google Drive is installed, right-click and select Open with then Choose another app. Scroll until you find Notepad in the list of programs that appear. If you plan to experiment with multiple Hloom templates, you may want to select the Always use this app to open GDOC files check box. When you're ready, click OK. Notepad opens then, and you should see JSON data in it. Here is an example (for the significant template): {url: doc_id: 1A4V2M8RB 5x2F20LIYq7H5vH4A0mV_z3ICR8JX0YI, email: info@hloom.com} Copy the URL you see in this file (the bold text), open a new tab, paste it into the address bar, and press the Enter key. This will take you to a preview of the resume template in Google Docs. From there, click File and then make a copy to make a copy in your own Google Drive that allows you to edit this template freely. Although the process is not convenient, you may find that it is worth it. Hloom has some very stylish and unique resume templates that you won't find anywhere else. Jobscan Jobscan offers a large selection of ATS-friendly CV templates. ATS, or applicant tracking system, is a type of software that employers use to automatically sort, scan, and rank job applications based on resumes. It is important for everyone on the job hunt to learn how ATS works so that they can increase their odds against not only human-reviewed applications, but also these robots. Fortunately, Jobscan's CV templates are all in accordance with ATS requirements. Jobscan offers CV templates in the following categories: classic format, leader, management, mid-level, graduate. For each, it explains the use-style case. For example, executive resume templates place greater emphasis on soft skills such as leadership and entrepreneurial operation, while technical skills are not as highlighted. The resume templates on Jobscan aren't flashy, visual, or colorful, but they're designed to give you the job. To open any of these Resumes in the Documents, just click the Google Docs button found below each. This will bring you to a preview that only appears. To edit a template yourself, just follow the instructions in each template header, which says that you click the Make a copy option under the File menu. If Google's specified Documents resume templates are not to your liking, do not give up. That doesn't mean you still can't use Google Docs as a free and easy tool to create your resume. Check out any of the three sites above and you can find a template that suits you! You!

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