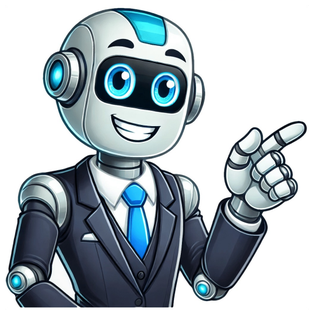
I'm not a bot



The internet is full of resume templates, ranging from free to professional templates with both ugly and great ones in each category. While there are also templates for Google Docs available, there is no better feeling than creating something from scratch and on your own. Regardless of what you may have heard, Google Docs has plenty of features to make beautiful, modern documents with. It's the perfect too to use to build your next resume with. In this tutorial, I'll show you how make a resume in Google Docs with a professional design. We'll make a great looking resume from scratch, and cover an easy to follow workflow from start to finish. Before we begin, you can preview the final resume design that we'll be creating. Do note that since Google Docs is a web app, you'll need to be online in any modern browser—I'd recommend Google Chrome—to complete this tutorial. 1. Start Your Google Docs Resume With a Header To create a resume with Google Docs, first open your internet browser and go to . If you do not have a Google account, you will need to create one—it's free, and will just take a few seconds to signup. Once you're signed in, open Google Docs and start with a new blank document (File > New > Document). If you plan to print this document later, it may be a good idea to select File > Page Setup and set the paper size to A4 or Letter depending on your location. The difference in the actual size is quite minor, but it can cause problems when printing. You can keep the margins default to 1 inch on every side. Start with a blank document. When designing this Google Docs resume, we will go from the top to the bottom of the page, which means that the first thing will be the header. It will include your name and the address (and optionally other contacts such as email, your personal website, or social media profiles like Twitter). We want to have the name and the address next to each other, Google Docs supports up to three columns in a document, but for this resume project we need more. Just like in the good old days of early web design, we will use tables to accomplish this task Select menu Insert > Table and select table size 2x1 as shown on the screenshot below. Inserting a new table into your new Google docs resume. Right after inserting a table, grab the middle divider between the cells and move it more to the right to make the second column much smaller. The actual size is not that important as we will most likely tweak it later. Resizing columns in Google Docs. Type the name into the first cell, and the address into the second one. Select both cells and change the font to Droid Sans from the font drop-down menu. Setting a different font face. It would be great to have your name in some more distinctive font, but the default list is intended for body text. To gain access to more fonts, open the font dropdown menu again and select the More fonts option. Selecting the More fonts option. On the drop-down menu that opens, the list of available fonts is much larger. Select, for example, the Arvo font, and click OK to add it into the font drop-down menu. With so many nice-looking fonts, you may want to add more than just one, but remember that it is better to keep the font count to a minimum. For our resume, two fonts will be enough—one for the heading and one for the body text. We can still use different sizes, colors, and bold or italic variants. Adding the Arvo font into the font list. Change the font for the name to the Arvo and increase the size to 30 pt from the font size drop-down menu. Setting a different font size.To make the second line more visible, set the font to Arvo as well and make it Bold. Now both lines have almost the same width, which looks nice. Note: You can tweak the font size to get it perfect for your name and title though. Setting a font for the resume header section. Since we already have text in a second cell, we can change its size so that the right edge of the text is aligned with the right side of the page. This will create a visual guideline even when we get rid of the table borders later. Resizing the resume header columns to create visual guidelines. Now select the whole table, and then select Table > Table properties. Select table properties In the dialog box, set the Tableborder to 0 pt, to make the borders invisible. Setting a table border to 0 pt makes it invisible. Here is how our Google Docs resume looks so far. We have two columns of text: Quick preview of what we have so far. Let's continue with how to make a resume on Google Docs, moving on to design additional sections of your resume. 2. Insert a Horizontal Line Divider Below the Header To visually separate the header from the rest of the page, we'll now add a divider. We can simply select Insert > Horizontal line, but there is no way to customize this line. We have to use a different method instead. Here's another method of how to make a horizontal line in Google Docs. Instead we'll select Insert > Special characters, and select Geometric Shapes. This section contains a lot of characters for creating tables which we will use later, together with lines in various widths. Select symbol Lower One Eight Block, click Insert, and copy paste this character using the Ctrl-C and Ctrl-V shortcuts to fill the entire line. Insert a special character from the Geometric Shapes section for your horizontal line. Once you have enough symbols, select them and change the font color to Light Cornflower Blue 1 from the color drop-down menu. Try to remember this colors name, as we will use the very same color for the more elements later. Setting a different color for the Google Docs horizontal line divider. 3. Insert Your Google Docs Resume Body Now we'll move onto the next step of how to make a resume in Google Docs and focus on the body. For the body of your resume, we also need two columns. The technique is still the same—select Insert > Table and set it to 2x1 size. Adding a new table to Google Docs. We do not want the table to affect the margins. Select Table > Table properties, and in the dialog, set the Cell padding to 0. This way we still get two columns, but no extra space around from the inside. Set the Cell padding to 0 pt to remove unnecessary space. 4. How to Add a Work Experience Section Keep the text cursor in the first cell of the newly created table, and add another table inside this table. This table will be used to display your work experience. Select Insert > Table, and this time, set the size to 3x4 cells. Why this size? The three columns will be used for each work experience to display year, helper graphics and an actual text. We need four rows for four different jobs. You may create more or less rows depending on your needs. Adding a new table for the resume work experience section As you can see below, we have a smaller table inside a larger one. Before adjusting this small table, it may be a good idea to add a caption. Simply type the word “Experience”, and change the font to Arvo, sized 14 pt. Add a caption for the table. If you already have your resume text prepared, you can copy and paste it into this table. If not, it may be a good time to think about what to include in your Google Docs resume. From resume design templates to step-by-step guides of what to include on your resume—our Envato Tuts+ series on creating resumes has plenty of tutorials to help. In some rare cases, you may have your old resume printed without the source file available. In that case, be sure to check the tutorial: How to OCR Documents for Free in Google Drive When typing or copying the text, the first column should contain the time period and the third column should be filled with the description of the work.The middle column should stay empty for now. Fill the table with your resume work experience text.As usual, select the whole table, then Table > Table properties, and set the Cell padding to 0. This way there will be no extra space inside, but we still have three columns of text. Set the the Cell padding to 0 pt in Google Docs. Drag the borders in between the cells to make the right column as big as possible, to make sure we keep the whole table only on the first page. The middle column can be quite small, as shown on the picture below: Resize the columns to make the third column as wide as possible Now it's a perfect time to look at the middle column more closely. We want to have a timeline, with a marker for each date. The timeline should be made of lines, where the markers could be big plus symbols. Google Docs allows you to insert a drawing, but we would have to update it for each cell, since they have different heights. A much better solution would be to use special symbols. Select Insert > Special characters. Insert special characters in Google Docs. In the dialog box, select Geometric Shapes, and locate the line and cross symbols. Insert them into the middle column—if you look closely at the screenshot below, the text cursor is in the middle cell. Insert line and cross symbols. Keep only one instance of the cross symbol, but copy and paste the line multiple times until this middle cell is larger than the right one. To have the lines without any additional spacing and next to each other, select Line Spacing and set it to Single. Filling the cell with the line symbols. If you have very small gaps between the lines, they are caused by the different font renderings. They will not be presented in a final PDF file. However, they do not look good in here. One way to solve this issue is to select those symbols and set them to Bold. As mentioned above, keep in mind that the visual appearance of the final PDF file may look slightly different than what you see on the screen. Those tiny gaps between the lines are a perfect example. If you want to be sure the resume output file will look perfect, you can quickly export a .pdf file using File > Download as > PDF Document and check the visual appearance during the creation. What's great about a PDF file is that it will look exactly the same on any device, using any viewer application. Checking the appearance of the exported resume PDF file. Our timeline looks good, but it's maybe too visible. We can select all the line symbols, and change the color to light gray, using the text color drop-down menu. Set a different, lighter color for the line symbols. Once we are satisfied with the result, we can copy and paste those symbols into all cells in the middle column. Using a menu on the top, set a Center align for the middle column, and a Right align for the left column. Set different text alignments in your Google Docs resume. For the first line of each work experience, we can change the font to Bold Droid Sans and set the same blue color as we have used for the divider on the top of the page. Tweaking the graphical appearance of the work details. Here is how our Google Docs resume looks so far. We keep the borders of the tables visible to make the editing easier, but once we're done, make them invisible just like we did for the header. A quick preview of how our Google Docs resume looks so far. 5. Insert a Right Column For Your Education and Profile It looks like we still a bit of work ahead, but the right side will be much quicker, as we'll reuse some parts already created. Now select the whole left part of the table and copy it into the clipboard using the Ctrl-C (Command C on a Mac) shortcut. Select and copying the first column Move the cursor into the right cell, and paste it using the Ctrl-V shortcut. Paste the copied column in your Google Doc. Change the label above the table to “Education”, and insert or type in the appropriate data. In our example, I have used only the first two rows. For that reason, I have selected the content of the other two rows, and deleted the text using the Delete key. However, the cells are still there. Deleting unnecessary text. Keep the rows selected, and select the Table > Delete row function. Deleting unnecessary rows from your Google Docs resume. Finally, we can copy and paste the caption above the table one more time, change it to “Profile” and add some plain text as shown below: Adding a profile section to your resume. 6. Add a Space in Between the Columns For this step in how to make a resume in Google Docs we'll add another section and fix a spacing issue. Looking at the Google Docs resume preview above, you may realize that the space between the work experience table and profile text is very small. It would be great to know this right from the beginning, but even now, the update should not take a long time. Place the cursor somewhere over the “Experience” label, and select Table > Insert column right. Warning: do not be scared, this will temporarily ruin the layout, as we'll cover how to fix that. Adding a space between the columns. We indeed have three columns, but the middle one is too big and the other two are too small. New empty column in between. Drag the borders on each side of the middle column to make it smaller, just like shown in the picture below (now everything looks perfect.): Adjusting the size of the middle column to fix the layout. Select the work experience table, and select Table > Table properties. In here, set the Table border to 0 pt to make it invisible. Repeat the process for both the education table and the main table. Set the table border to 0 pt to make it invisible.If you've done everything right, your resume should look like this.A quick preview of our Google Docs resume so far. 7. Add a Divider on the Bottom of the Page The very last touch is to add a thicker divider on the bottom of the page. This time we'll use a different method. Select Insert > Table and select table sized 1x1 cells. Adding a new table for the bottom divider on your resume. Open the table properties, set the Table border to 0 pt, Cell background color to blue and Cell padding to 0. Setting various properties for the Google Docs table. To change the table height, simply adjust the font size inside this table. Make it as small as possible, which is 6 pt. You may have to type 6 into the font box, since the drop-down menu options start at 8. Changing the font size to change the table height in your Google Docs resume. And that´s it! Zoom out your document to see the whole page and double check everything: A preview of your finished Google Docs resume. 8. How to Export the Document as a PDF File Once you are satisfied with your result, name your document. Then, select File > Download as > PDF Document, and save the file to your computer. Exporting a Google Doc Resume as a .pdf documentOr, if you'd rather export in other formats, check out our tutorial: How to Import and Export Documents in Google Drive If you do save the resume in another format, though, be sure to open it on your computer to make sure it looks the same as it did in Google Docs. To discover which resume format is best, review the Tuts+ article: Best Resume Format: The Ultimate Guide to PDF vs Word The second option is to directly share the file which you have created. For more information about this topic, be sure to check the tutorial: How to Share Documents in Google Docs: Everything You Need to Know With a professional resume design in hand, now all that's left is to send it off to the employer of your dreams. Good luck on landing the new position you apply to. Conclusion Now that we've explained how to make a resume in Google Docs, you're ready to go. The tutorial ends here, but you should not. Try to experiment a little bit. What about using a different font, colors or dot symbol instead of the cross? Those changes can make your resume unique looking, and they are very easy to do. Go for it and be sure to post your creations in the comments! Editorial Note: This post was originally published in 2014. It has been comprehensively revised to make current, accurate, and up to date by our staff—with special assistance from Laura Spencer. In the competitive job market of today, your resume is your first and often only chance to make a lasting impression on a potential employer. It’s your opportunity to showcase your skills, experience, and qualifications in a concise and compelling way. But crafting a standout resume isn’t just about listing your accomplishments; it’s about presenting them strategically and professionally. And when it comes to editing and refining your resume, Google Docs emerges as a powerful and accessible tool.This free, web-based word processor offers a user-friendly interface, collaborative features, and a range of formatting options that make it ideal for resume creation and editing. Whether you’re a seasoned professional or a recent graduate, mastering the art of editing your resume in Google Docs can significantly enhance your job search success.Understanding the Power of Google Docs for Resume EditingGoogle Docs has become a staple for document creation and collaboration, and its versatility extends seamlessly to resume editing. Here’s why it stands out as a top choice:Accessibility and CollaborationOne of the most significant advantages of Google Docs is its accessibility. You can access your resume from any device with an internet connection, making it convenient for editing on the go. Furthermore, Google Docs allows for real-time collaboration, enabling you to seek feedback from friends, family, or career counselors as you refine your resume.User-Friendly InterfaceGoogle Docs boasts a clean and intuitive interface that’s easy to navigate, even for those unfamiliar with word processing software. Its familiar formatting tools, such as font styles, sizes, and alignment, make it straightforward to customize your resume’s appearance.Built-in Formatting ToolsGoogle Docs offers a variety of built-in formatting tools specifically designed for resumes. You can easily create headings, bullet points, tables, and other elements that enhance readability and structure. These tools help you present your information in a clear and organized manner, making it easier for recruiters to scan and understand your qualifications.Version History and Revision TrackingGoogle Docs automatically saves your work and keeps a detailed history of all changes made to your resume. This feature is invaluable for tracking your progress, reverting to previous versions if needed, and collaborating with others without losing track of edits.Step-by-Step Guide to Editing Your Resume in Google DocsNow that you understand the benefits of using Google Docs for resume editing, let’s delve into a step-by-step guide to help you create a polished and professional document:1. Create a New Google DocOpen your web browser and navigate to docs.google.com. Click on the “+ Blank” button to create a new, empty document. This will serve as the foundation for your resume.2. Choose a Resume Template (Optional)While you can start from scratch, Google Docs offers a selection of free resume templates. These templates provide a pre-designed layout and formatting, saving you time and effort. To access templates, click on “Template gallery” in the left sidebar and browse through the available options. Choose a template that aligns with your industry and personal style. (See Also: How to Make Resume for Mca Freshers? Standout From Crowd)3. Customize Your Header and Contact InformationAt the top of your resume, create a header that includes your full name, phone number, email address, and LinkedIn profile URL (if applicable). Ensure this information is accurate and easy to read. Consider using a slightly larger font size for your name to make it stand out.4. Craft a Compelling Summary or Objective StatementBelow your header, write a brief summary or objective statement that highlights your key skills and career goals. This section should be tailored to the specific job you’re applying for and should capture the reader’s attention. Keep it concise and impactful, typically no more than three to four sentences.5. Detail Your Work ExperienceThis section is crucial for showcasing your professional background. List your previous jobs in reverse chronological order, starting with your most recent role. For each position, include the following information:Job titleCompany nameDates of employment (month and year)A bulleted list of your responsibilities and accomplishments, using action verbs to describe your contributions.Quantify your achievements whenever possible by using numbers, percentages, or specific examples to demonstrate your impact.6. Highlight Your EducationList your educational background in reverse chronological order, starting with your highest degree. Include the following information for each institution:Name of the institutionDegree earnedMajor or area of studyGraduation date (or expected graduation date)If you have any relevant coursework, honors, or awards, you can also include them in this section.7. Showcase Your SkillsCreate a dedicated section to highlight your skills, both hard and soft. Hard skills are technical abilities, such as programming languages or software proficiency. Soft skills are interpersonal qualities, such as communication, teamwork, and problem-solving. Tailor your skills list to the specific requirements of the job you’re applying for.8. Proofread and Edit CarefullyBefore submitting your resume, proofread it meticulously for any grammatical errors, typos, or formatting inconsistencies. It’s also helpful to have someone else review your resume for a fresh perspective. Google Docs’ built-in spellcheck and grammar suggestions can assist with this process.Formatting Tips for a Professional Resume in Google DocsWhile Google Docs provides a user-friendly platform for editing resumes, it’s important to pay attention to formatting to ensure your document looks professional and is easy to read. (See Also: How to Delete Resume in Linkedin Mobile App? Quick Guide)Font Choice and SizeChoose a professional and easily readable font, such as Arial, Calibri, or Times New Roman. Stick to font sizes between 10 and 12 points for the body text, and use a slightly larger font size (14-16 points) for headings and section titles.Margins and SpacingSet your margins to 1 inch on all sides to provide ample white space around the content. Use single spacing within paragraphs and double spacing between paragraphs to improve readability.Bullet Points and ListsUse bullet points to list your responsibilities, accomplishments, and skills. Keep bullet points concise and action-oriented, starting with strong verbs.Headings and SubheadingsUse headings and subheadings to organize your resume into logical sections. This helps recruiters quickly scan and understand the content. Use different heading styles to create visual hierarchy, with the most important headings being the largest.Tables (Optional)If you need to present data or information in a structured way, consider using tables. Keep tables concise and easy to understand. Use clear headings and labels for columns and rows.Saving and Sharing Your ResumeOnce you’ve completed editing your resume in Google Docs, it’s time to save and share it. Here’s how:Saving Your ResumeGoogle Docs automatically saves your work as you make changes. However, it’s always a good practice to manually save your resume by clicking on “File” and selecting “Save.” You can also choose to download your resume as a PDF file for sharing or printing.Sharing Your ResumeTo share your resume with others, click on “Share” in the top right corner of the document. Enter the email addresses of the people you want to share with and choose the level of access you want to grant them (view only, comment, or edit). You can also choose to make your resume publicly accessible.Frequently Asked Questions (FAQs)How can I create a professional-looking resume in Google Docs?Google Docs offers several built-in formatting tools and templates to help you create a professional resume. Choose a clean and readable font, use consistent spacing and margins, and leverage headings and bullet points to organize information effectively. (See Also: Comment Ecrire Un Resume De Texte? Conseils Clés)Can I collaborate with others on my resume in Google Docs?Absolutely! Google Docs allows for real-time collaboration. Share your resume with others, and they can contribute edits and suggestions simultaneously. This can be incredibly helpful for getting feedback from friends, family, or career counselors.How do I download my resume as a PDF in Google Docs?To download your resume as a PDF, click on “File” in the menu bar, then select “Download” and choose “PDF Document (.pdf).” This will create a downloadable PDF version of your resume that preserves the formatting and layout.Are there any resume templates available in Google Docs?Yes, Google Docs offers a selection of free resume templates. Access them by clicking on “Template gallery” in the left sidebar. Browse through the available options and choose a template that aligns with your industry and personal style.Can I track changes made to my resume in Google Docs?Yes, Google Docs automatically tracks all changes made to your document. You can view the history of revisions by clicking on “File” and selecting “Version history.” This allows you to revert to previous versions if needed and see who made specific edits.Mastering the art of editing your resume in Google Docs can significantly enhance your job search success. By leveraging its accessibility, user-friendly interface, and formatting tools, you can create a polished and professional document that showcases your skills and experience effectively. Remember to proofread carefully, tailor your content to each job application, and utilize the collaborative features to seek feedback and refine your resume before submitting it to potential employers.In today’s competitive job market, your resume is your first impression. By investing time and effort in crafting and editing it meticulously in Google Docs, you can increase your chances of landing an interview and ultimately securing your dream job. 5.9K Google Docs is a powerful yet simple resume maker to create resumes. A resume is a document that includes details about your professional life, such as work experience, internships, education, awards, and some personal details like name and contact details. It helps employers to gauge whether you are suitable for an organization. You can make your CV from existing free Google Docs templates or start from scratch. Let’s check both methods to make a resume on Google Docs and also learn how to share it with others. Creating a resume with the help of Google Docs templates is the easiest way to make your resume. Google Docs offers five resume templates for free that you can edit and customize according to your preferences using the steps shown below. 1. Find the right Google Docs resume template. 2. Edit the template to suit your needs. 3. Share the template with others. Let’s check these steps in detail. Open docs.google.com on a PC and sign in to your Google account. Click on the Template gallery option at the top to view the available templates. Alternatively, use the direct link to open Docs templates. You will find the available resume templates under the CVs section. Click on any one of them to start editing it in Google Docs. If you don’t like the currently selected template, you can always choose a different one. The selected resume template will show up on your screen. You will see that the template consists of most of the required sections such as skills, experience, education, etc., with sample data added to them. Place your cursor on any text item that you want to edit and type your own details. Let’s say you want to add your name. First, remove the Your Name text and replace it with your own name. Similarly, edit other details in the CV as per your requirements. Likewise, you can change the font color, style, or size of any text on your resume. Select the required text and use the available editing options from the formatting toolbar. You will find more tips to edit resumes in the section below. Once you start editing a resume template, it’s automatically saved to your Drive account. Go to docs.google.com or drive.google.com to find it. Tip: In case you mess up a template, don’t worry, just click on the same template again to start editing it from the scratch. When your resume is ready, you can download it on your computer or share it directly with others using a Google Drive link. To download the resume, click on the File menu > Download. Select the download format for the resume. The preferred method is to download in PDF format as it will retain the formatting on all devices and browsers. Alternatively, to create and share Google Docs resume links with others, click on the Share button at the top of your resume page. Now, you have two options. You can either add selected people or generate a shareable link. In the first method, you will have to add the email ID of the people with whom you want to share the resume under the ‘Share with people and groups’ section. And in the second, press the ‘Change to anyone with the link’ and hit the Copy link button. Then share the copied link with others through any medium such as an email, chat, etc. Do note that anyone with the link can open your resume. If you want to get a bit creative and start making your own resume on Google Docs, you can do that too. Open docs.google.com and hit the Blank template option. Or, press the File > New > Document from inside any existing Docs document. A new, blank Google Docs document will open. Start by checking the page size. For that, go to File > Page setup. Select A4 under paper size. This helps if you intend to print your resume in the future. You can also adjust the page margins here if need be. Here are some tips to add various elements to your resume: Click on the Insert Menu and choose Table. Go with 2×1 table. The two-column table will be added to the document. In the first column, type your name, and in the second, enter your contact details such as an address, email, and contact number. Adjust the size of two columns using the middle bar. Find out how to make multiple columns in Google Docs with templates. You can change the font size of your name to make it more prominent. For that, select the name and increase the font size using the available option in the formatting bar. Finally, right-click anywhere inside the table and select Table Properties. Then under the Table border section, choose 0 for border size. It will be next to the border color box. That will make the table border invisible and give a cleaner look to your CV. Now, you have to start working on the resume body. This will include many sections. Keep the cursor below the table that you added above and enter the section name. Let’s say Experience. Increase its size and make it bold. The best way is to select Heading 2 from the font styles drop-down box. That way you don’t need to remember the font size for other section headings. You can also add a horizontal line to separate sections. For that, go to Insert > Horizontal line. With the section headings added, next, you might want to enter your previous work experience and education details. You can either do it by adding a table or using the paragraph format. Add a 2×2 table by going to Insert > Table. In the first column, enter the previous company name, job title, and time period of employment. The second column is the most important part of your resume. This is where you need to sell yourself in the best possible way. Add honest job responsibilities and achievements next to each job that you have done in list format. To make a listicle, select the text and click on the Bulleted list option in the formatting toolbar. Keep the points short yet strong and clear. Similarly, add other rows while keeping the most recent job details at the top. To add more rows to the table, right-click on the table and select Insert row below. In the same manner, you can add your education details by adding a section first followed by adding the relevant details. Finally, add skills and other relevant things to your resume. Remove borders from sections. Once done, save or share the resume as shown in the above method. Make sure to use the same font, size and style throughout the resume.The section headings should be slightly bigger than its content.Rework your resume for different positions.Align your resume equally from all sides. That’s how you can create a basic resume in Google Docs. The final results depend on how you style and edit your resume. However, do remember that simplicity often wins. Do not go overboard by making your resume too colorful or adding random images. Also, find out how to make address labels in Google Docs. You can create a resume without much hassle using a Google Docs resume template. Westend61/Getty Images This story is available exclusively to Business Insider subscribers. Become an Insider and start reading now. Google Docs offers five résumé templates, making it simple to personalize a résumé while using a standard, professional layout. To get started, open Google Docs and click Template gallery, then click the template you want to use as the basis for your résumé. You can choose a template and create a résumé using the Google Docs mobile app as well. There are a lot of resources at your disposal when you need to create a résumé. You can use the templates that accompany Microsoft Word, for example, or try one of the many free or paid résumé builders online. If you frequently use Google Docs, though, the simplest solution might simply be to make your résumé there. Google includes five résumé templates in Google Docs — here's how to use them. There are five résumé templates in Google Docs offering a broad variety of résumé styles. Here is how to choose a résumé template and make a résumé in Google Docs. How to use the Google Docs résumé template on a computer 1. Open Google Docs in a web browser and make sure you are logged into your Google account. 2. On the Google Docs home page, click Template gallery in the top-right corner, to the right of Start a new document. 3. Browse for the row marked Resumes. Here you'll find five résumé formats. You can see what each one likes in thumbnail form. To get a closer look at the résumé (or just start working), click the résumé. There are five résumé templates in Google's template gallery. Dave Johnson Quick tip: If you don't see any templates or the Temples gallery link on the Google Docs homepage, it is hidden. To show it, click the three-line menu at the top left, choose Settings, and click the checkbox to select Display recent templates on home screens. When you select a résumé template, Google Docs makes a copy of the template and opens it as a new document titled Resume. You can now personalize it by editing the document as you would edit any document. Be careful to keep the template's formatting intact, though.The easiest way to do that is to work on one small block of text at a time — you can select a small block of text and replace it with your own personalized copy. If you accidentally select too much text and wipe out some of the template's unique formatting, just click the Undo button in the toolbar. Once in Google Docs, you can edit the résumé like any other document. Dave Johnson How to use the Google Docs résumé template on a mobile device It's a lot more convenient to create a résumé on a computer — the screen is bigger and it's easier to enter a lot of text. But if you want or need to work on a mobile device, Google makes that easy to do. 1. Start the Google Docs app on your phone or tablet. 2. Tap the New Document button (it looks like a plus sign). 3. In the pop-up, tap Choose template. Tap the Plus sign to create a new document, and you'll find the résumé options after selecting Choose template. Dave Johnson 4. Browse for the row marked Resumes. Here you'll find the same five résumé formats that are available in a browser on the computer. When you find the one you want, tap it. Google Docs makes a copy of the résumé template and opens it as a new document titled Resume. You can now start editing and personalizing it. Dave Johnson Freelance Writer Google Docs has 5 built-in resume templates that are quick and easy to use. Resumes usually include your name, contact information, summary/objective, education, personal history, and list of relevant skills. Personalize your resume for every job to include different keywords that might catch the eye of a hiring manager. 1 Go to and sign in. While it's easiest to use a computer to make a resume on Google Docs, you can also use the mobile app for Android, iPhone, and iPad. 2 Create a new document from a template. To do this, hover your mouse over + and click Choose template. 3 Click the template you want to use. Look for relevant templates under the "Resume" header and you'll see some good template choices: Swiss, Serif, Coral, Spearmint, and Modern Writer. Choose the one that most closely represents the information in your resume. For example, Coral might be the most simple-looking template, but it makes skimming your resume easier for recruiters especially if you have a lot of skills or experience. Modern writer looks like an assortment of fonts that could be on a typewriter, so this resume is probably good for any writing jobs. Spearmint is purely professional and is an excellent choice for showing off your previous work history. Swiss is very scannable and may catch the eye of a hiring manager or recruiter faster than the others. Serif is great for a first-time template user since you can fit a lot of information into one page. If none of these templates are what you are looking for, you can download additional templates from the web. Be sure the templates are from a trusted source before downloading. 4 Fill in the template. Replace the example text for each of the sections in the resume including your name, contact information, summary/objective, education, work history, skills, and additional certifications/awards. You shouldn't have to worry about formatting since all relevant formatting options are saved in the template. 5 Download your resume as a PDF. While the document is saved as you work on it and will be editable, employers will most likely want a PDF version. To save a PDF version, go to File > Download > PDF Document.[1] 1 Go to and sign in. While it's easiest to use a computer to make a resume on Google Docs, you can also use the mobile app for Android, iPhone, and iPad. 2 Create a new document. To create a new Google Doc document, hover your mouse over + and click Create new document. 3 Enter your name and contact information. Your contact information means your "phone number / address / email address" with spaces and forward slashes separating each. The key is to make sure the information presented is readable. 4 Enter your resume summary. This should be under your name and contact info and be around 2-3 sentences long. 5 Create an "Education" section. Enter the header, "Education" and add the school, your degree, and the years you attended on different lines. 6 Create a "Work Experience" section. Enter the section header, "Work Experience," then add your position and where you worked. If relevant, add in bullet points the job responsibilities you had or the awards you won. 7 Enter a "Skills" section. Enter the section header, "Skills" and enter your skills below that. To break your skills into two columns and save space, highlight your skills after you've written them out, then go to Format > Columns and then select the number of columns you want for that section. While this is a very basic resume, you can change the font sizes, colors, and style to suit your needs. You can also change the formatting of the page or the alignments of the sections to change how your resume looks. 8 Download your resume as a PDF when you're done. While the document is saved as you work on it and will be editable, employers will most likely want a PDF version. To save a PDF version, go to File > Download > PDF Document.[2] 1 Personalize it for every job. Since each employer uses different keywords in their job listings, you want to change your resume for each application to mirror those keywords. This makes you a more likely fit for the position! 2 Make sure it's clean and easy to read. Recruiters might look at hundreds of resumes in a day, so make sure you aren't making their job more difficult. Use bullet points and lists instead of paragraphs to show off your skills and achievements. 3 Check for errors. Proofread your resume to make sure you don't have misspellings or grammar errors. You can use Grammarly in your Google Doc to look for grammar errors if you don't feel confident in your grammar skills. In addition, share it with a friend who can also check it for errors. To share your document, click Share in the top right corner of the page. 4 Make sure nothing from the original template is still there. You don't want “Lorem ipsum dolor sit amet” in the education section of your resume. This kind of error makes you look sloppy and as though you didn't care enough to complete your resume before submitting it. 5 Download it as a PDF. While the document is saved as you work on it and will be editable, employers will most likely want a PDF version. To save a PDF version, go to File > Download > PDF Document. Ask a Question Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Darlene Antonelli, MA. Darlene has been writing and editing tech content at wikiHow since 2019. She previously worked for AppleCare, served as a writing tutor, volunteered in IT at an animal rescue, and taught as an adjunct professor for EN101 and EN102. Darlene has completed Coursera courses on technology, writing, and language. She holds both a BA (2011) and an MA (2012) from Rowan University in Writing, with a focus on workplace communication. With her extensive experience, academic background, and ongoing learning, Darlene has become the go-to grammar expert for her friends and family, as well as a skilled wordsmith for anyone in need. This article has been viewed 4,154 times. Co-authors: 3 Updated: October 25, 2022 Views: 4,154 Thanks to all authors for creating a page that has been read 4,154 times. Customizing a resume template on Google Docs is a breeze. Once you find a suitable Google doc template on gdoc.io, click on it and select “Use this template”. Then click “Start editing now in Google Docs” to open it in the Google Docs editor. Once you’re in the Google Docs editor, you have the flexibility to modify the text, reorganize sections, and input your own details. Ensure that you customize the template to highlight your individual experiences and qualifications. It’s important to emphasize your skills and achievements to make your resume noticeable among others. Utilizing the user-friendly editing tools provided by Google Docs, you can craft a customized and polished resume that will leave a positive impression on potential employers. Additionally, please note that our resume templates often include a cover letter and references for your convenience, providing a comprehensive package for your job application. In addition, we offer free templates for Google Docs, Google Sheets and Google Slides.Can I find a simple and professional high school CV template here?Absolutely! Our site offers a variety of Google Docs resume templates suitable for high school students. Just open our website. In the search bar, enter keywords such as “high school”, “college”, or “student” to narrow down your options. You’ll find a range of basic and professional templates designed specifically for high schoolers, allowing you to showcase your education, extracurricular activities, and any part-time or volunteer work experience you may have.Are ATS resume Google Docs templates available on gdoc?Yes, ATS resume templates are available here. When choosing a template, look for clear, well-structured designs that are optimized for analysis by candidate tracking systems. These templates will give you the sections you need to highlight your experience, skills, training, and any notable performances. By using an ATS-friendly template, you increase the chances that your resume will be successfully scanned and reviewed by casting directors or recruitment agencies.Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Creating a resume might seem daunting, but with Google Docs, it’s a breeze! Google Docs is a free, web-based application where you can create, edit, and store documents and spreadsheets. You can access it from any computer with an internet connection and a web browser. In just a few steps, you can have a professional-looking resume ready to impress potential employers. Before we dive into the steps, remember that making a resume on Google Docs will require you to have a Google account. Once you have that set up and you’re logged in, you’ll be creating a new document, choosing a template, and filling in your information. Go to docs.google.com and sign in with your Google account. When you arrive at Google Docs, you’ll see a blank page or the option to choose a template. If it’s your first time, you might want to take a moment to familiarize yourself with the layout. The menu bar at the top gives you access to all the tools you’ll need. Click on ‘Template Gallery’ and scroll down to the ‘Resumes’ section. Google provides several resume templates, and you can pick one that suits your style and the job you’re applying for. Take your time to preview a few options before you decide. Remember, the content of your resume is what matters most, but a good design can help it stand out. Replace the placeholder text with your personal and professional information. This step is where you get to talk about how awesome you are! Be sure to include your contact information, work experience, education, skills, and any awards or recognitions you’ve received. Keep it concise and relevant to the job you’re applying for. Adjust the fonts, colors, and layout to your preference. Google Docs allows you to personalize your resume to reflect your personality. However, don’t get too carried away. Professionalism is key, so stick to clean fonts and colors that are easy on the eyes. Double-check for any spelling or grammatical errors, then save your document by clicking ‘File’ > ‘Download’ > ‘PDF’. This might be the most important step. Typos and mistakes can be a turnoff for employers, so review your resume multiple times. Once you’re confident it’s error-free, save it as a PDF to preserve the formatting. After completing these steps, you’ll have a sleek, professional resume ready to send out to potential employers. Remember, the content of your resume is what will really sell your skills and experience, so make sure it’s strong and compelling. Keep your resume to one page, especially if you’re new to the job market. Use bullet points to make your experience and accomplishments easy to read. Include keywords from the job description in your resume to get past automated screening tools. Make sure your contact information is up to date and professional—no silly email addresses! Ask a friend or mentor to review your resume for feedback. Go to the Template Gallery, and you’ll find resume templates listed under the ‘Resumes’ section. Yes, Google Docs saves your documents in the cloud, so you can access and edit your resume on any device with internet access. Google Docs is a great tool because it’s free and easy to use. There are other options out there, but for most people, Google Docs will do the trick. Absolutely! You can share it by email or with a shareable link right from Google Docs. There are plenty of online resources and services that offer resume writing and review assistance. Open Google Docs Choose a Resume Template Fill In Your Information Customize Your Resume Proofread and Save There you have it, a straightforward guide on how to make a resume on Google Docs. Remember, crafting a resume is all about presenting the best version of yourself on paper. It’s your one-page opportunity to showcase why you’re the perfect candidate for the job. While Google Docs offers a convenient and user-friendly platform, it’s the content that you add which makes the difference. So, take your time to tailor your resume for each application, highlight your achievements, and always proofread before sending it off. With a little effort and creativity, you’ll be landing your dream job in no time! Matthew Burleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times. After receiving his Bachelor’s and Master’s degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites. His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well. Read his full bio here. Google Drive is a good (and free) choice for storing your resume and cover letters online. For job seekers, this online organizational system can be extremely helpful. You can create a new resume and other documents using Google Docs, upload a resume from a word processing program such as Microsoft Word, and save, edit, store, and share your resume with prospective employers. Here's how to use Google Drive to easily create and manage all your job application materials. Google Drive is an organizational system, where you can create, store, and share files. Through it, you can: Create, edit, and save documents using Google Docs (Google word processing app)Upload files from your computerEdit and view files from your computer, tablet, or smartphone Store job materials online Share documents with prospective employers and networking contactsShare files with career counselors, friends, and family helping with your job search Since you can easily access all your files from any computer, tablet, or smartphone, you don't need to carry around a flash drive, email yourself documents, or worry about not having access if you're not at home. Plus, you can take advantage of the resume and letter templates, which can help you create job search materials. To upload your resume (or any other document), register and create a Google account, if you don't have one. Google accounts are free for personal use. Once registered, you'll be able to access your Google Drive any time you are online. To upload a resume you have already written onto Google Drive, you can take one of two options. First, you can simply click and drag a document from your computer onto Google Drive. The other option: In Google Drive, click on “My Drive.”Click “File Upload.”Upload the document you want to add to Google Drive. To edit the document, double-click on the filename, then click “Open With” at the top of the page. (You can also right-click on the filename and select "Open With.") Click Google Docs, which will open the document in Google Docs. Here, you can make any desired changes to the document, including changing the name of the document. These changes will automatically be saved in Google Drive. If you want to write your resume from scratch or compose any other job search materials on Google Drive, click on “New” in the top left corner of Google Drive. Then click “Google Docs,” which will take you to the editing program. There you can write, edit, format, save, and share your job materials. Click on the arrow next to "Google Docs" in the dropdown menu to create a document from a template. If you are not used to Google Docs, don't worry—it is very similar to Microsoft Word or other word processing programs. You can adjust the font and font size, add bullet points and other special characters, and make other resume formatting changes. Through Google Drive, you can also access many Google Docs document templates. There are many free resume templates and business letter templates you can use for a cover letter or other professional job search letter. Here's how to access and use the templates: In Google Drive, click on “New” in the top left cornerClick the arrow to the right of “Google Docs”Click “From a Template”Look at the list of different templates, and select the template you want to use This will open up a new Google Doc with the template embedded in it. A template is a great starting point for a resume or letter. Be sure to personalize your document with your career information. Clicking on a document in Google Drive allows you to read it, not edit it. Here is how to edit your document: Find the document in your Google Drive and double-click on it.Click “open with” at the top of the page.Select “Google Docs”—This will allow you to edit the file.It will automatically save any changes to your Google Drive. You can place your job search files into specific folders to help organize your job search. Just click on “New” in the top left corner of Google Drive. Then click on “New Folder.” You can then name the folder, and click and drag Google Docs and any other materials into the folder. Once you have a document on Google Drive, you can choose to share it with specific individuals or even publish it publicly online. Here's how: Find the document in your Google Drive and click on it.Click “open with” at the top