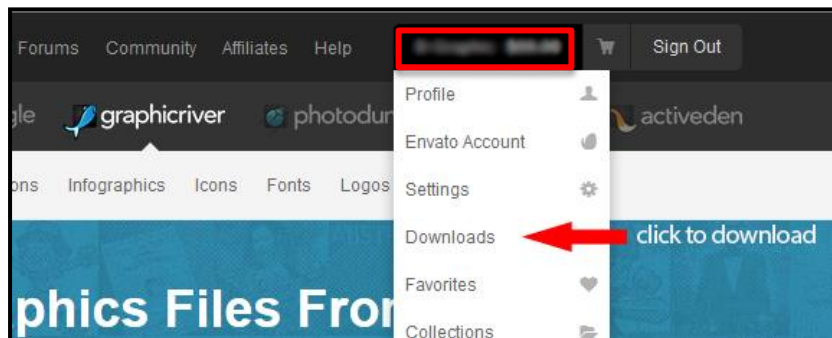


GraphicsToll

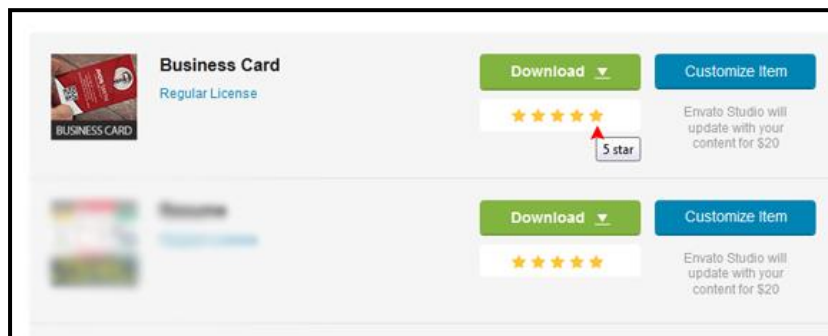
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Resume / Cv, The perfect way to make the best impression, single page and clean info-graphic resume, very easy to use and customize, extensive help file included. Complete Resume/CV template including 3-page Resume, Cover Letter. Includes Both Microsoft Word and Photoshop files and PDF in International A4 paper size.

FEATURES

- **3-Page Resume:** Cover Letter, resume/CV pages are released Easy change colors and A4 formats. Which means you get 24 files plus the help/Documentation.
- **3 File Formats:** All files are provided in the most popular resume file formats Adobe Photoshop PSD, MS Word DOCX and MS Word 97-2003 DOC and PDF, all are layered and easy to edit, layers are grouped and

named very well.

- **Print Ready:** Photoshop files are high resolution 300 DPI and CMYK color mode in order to make it look brilliant and colorful when you print.
- **Well Organized:** All files are well organized, named and grouped shape layers, easy to find, modify and customized. All files are grouped in folders.
- **Help/Documentation:** Everything in the resume has been discussed in the help/documentation file included in the package and shows in details how to edit and customize.
 - **Fonts:** Free fonts used : Open Sans : <http://www.fontsquirrel.com/fonts/open-sans>

TIPS FOR CREATING THE BEST POSSIBLE RESUME

Resume should be a marketing document that entices a reader to want to meet the candidate. Resume should tell a compelling story that invites further inquiry. Here are some tips on how to put together the best resume possible.

1. **Write a 40- to 50-word summary that includes three reasons someone should hire you:** The summary should vividly describe your personal brand, including three compelling reasons an employer would want you.
2. **Break up text with bullet points detailing your accomplishments:** If you've worked for the same company for a long time, it's best to describe your work as a list of four to six achievements.
3. **Include all awards and accolades:** Even if you won that citation 10 years ago and you worry the employer may never have heard of the award, everyone understands what a prize means. Do list any awards you've won.

HOW TO EDIT:

COVER PAGE

- **Name & Job Title:** Change "Jhon Anderson" to your name and "Graphic Designer" into your job title using "Type Tool" in both Adobe Photoshop
- **About:** Write some brief about yourself and what are you doing, what makes you unique and what makes you perfect for this job you are applying for.
- **The Body of a Cover Letter:** It includes the paragraphs where you explain why you are interested in and qualified for the job for which you are applying.

Including keywords related to the jobs for which you are applying in

your cover letters can help you get selected for a job interview.

- **Signature:** You should do this one yourself since it is your own signature. What we recommend is you sign it on a paper, scan it and place it on the CV but if it's too complex, you could use any handwriting font that looks nice for you.
- **Contact Information:** When you are writing a cover letter to mail or to upload to a job board or company website, an important section of your cover letter should include information on how the employer can contact you.

We provided that for you, all what you need is to change the contact fields into your own contact information and if you want to add something extra you can use the social and contact icon set included in the package, get the desired icon, place it in the document and add your information beside it.

RESUME PAGE

- **Profile Photo:** Take a nice photo for yourself and make sure that it represents your personality and reflects your proficiency.

Open the photo in Photoshop, crop it, select and copy then back to the Resume file and paste above the "Photo Base" layer (Make sure the Photo Base layer under your photo and it is a mask for your photo)
- **Name & Job Title:** Change "Jhon Anderson" to your name and "Graphic Designer" into your job title using "Type Tool" in both Adobe Photoshop
- **Contact Information:** We provided that for you, all what you need is to change the contact fields into your own contact information and if you want to add something extra you can use the social and contact icon.
- **About:** Write some brief about yourself and what are you doing, what makes you unique and what makes you perfect for this job you are applying for.

THANK YOU FOR YOUR PURCHASE

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