

Edit Your Resume Template

A practical two-page guide for Microsoft Word and compatible editors

1. Save a working copy

Keep the original file untouched. Open the DOCX, choose Save As and create a working copy with your name and the target role in the filename.

2. Replace the sample content

Every name, employer, date, achievement and qualification in the template is fictional sample content. Replace it with accurate information. Do not retain a metric, tool or responsibility that is not true for you.

3. Preserve the layout

Edit existing text before adding new text boxes or columns. Keep section headings and paragraph styles in place. If a section becomes too long, shorten repetitive wording before reducing the font size.

4. Write useful job bullets

Start with a clear action, explain what you handled and add a truthful result or scale where available. Five concise bullets per recent role is a useful maximum, not a requirement.

5. Tailor carefully

Use the job description to identify relevant skills and priorities, then emphasize matching experience you genuinely have. Never invent qualifications or claim results you cannot support.

6. Check contact details

Confirm your email, phone, location and links. Remove the fictional sample contact information. Use a professional email and test every link.

Final Review Checklist

- ✓ All sample details have been replaced with accurate information.
- ✓ Dates, job titles and employer names are consistent.
- ✓ Bullets describe real responsibilities and outcomes without exaggeration.
- ✓ Spelling, grammar, punctuation and capitalization are consistent.
- ✓ The resume stays readable at normal zoom and no text is clipped.
- ✓ The final file is exported to PDF and the PDF is reviewed page by page.
- ✓ Free-pack attribution may be deleted in Word if you prefer.

Use this design with AI

Open <https://resume-builder.buildmyapp.biz/>, upload your existing resume or start fresh, review the completed preview and pay only if you are happy with the finished resume.

Template support is available from the Customer Care page on the website.