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Learn how to use certificate templates and produce professional-looking prize certificates in almost no time. Microsoft Word comes with a selection of certificate templates to make the process easier. The instructions in this article apply to Word for Microsoft 365, Word 2019, Word 2016, and Word 2013. The easiest way to make certificates in Word is to use a Word template. There are templates for many cases and the text can be modified for your specific prize or event. Here's how to create a certificate in Word. Open Word and click New. In the Search text box, type Certificate to filter for certificate templates. Select a template, and then click New. The certificate opens as a new document. To add a custom border, select the Design tab, and in the Page Background group, click Page Borders. In the Borders and Shading dialog box, select the Page Stroke tab. In the Setup section, click Customize, and then click Border. Click OK to apply the template border you selected. To change the colors of the certificate, select a different theme. Go to the Design tab, and in the Format Document group, click Colors. Hover over a theme to preview the document, and then select the color theme you want to use. Save the changes. The certificate text is fully editable. Edit the text to say what you want, and then change the font, color, and spacing of the text. In your Word document, double-click the sample text to select it. Select the Home tab. In the Font group, select a font and font size. Select Bold, Italic, or Underline if you want. Select the Font Color drop-down arrow and select a color to apply to the text. Type the custom text you want to use. Repeat the procedure with each section of text in the certificate, and then save the file. You do not have to use a template to create a certificate. Microsoft opens on an 8.5 x 11 sheet with portrait orientation by default, but most certificates are made in landscape orientation, so you'll make this change to get started. To make a certificate from scratch: Open a new Word document. Select the Layout tab. In the Page Setup group, click Orientation, and then click Landscape. Select the Design tab. Select Page Borders. On the Page Stroke tab, select a style or graphic, map and color, and then select the Box icon. Click OK to see the result. To adjust the margins, click Options, and then enter new values. Add text boxes to the document and customize the appearance of font styles, sizes, and colors as you want. Save the changes to the custom template. When it comes to CVs, presentation is just as important as the skills and experience that the CV itself clarifies. Trying to design a CV from scratch can be a challenge, especially with few design skills. Do you need some help? Check out these 51 for free (yes, FREE!) Microsoft Word continues templates that you can easily download to your computer, edit to include your experience and deliver them to your next work app. No recruiter or recruiter will be to say no. Can't you wait to see them one by one? We've put together a selection of the best free resume templates in an easy download below. Get your free resume templates Professional templates ideal for each industry Why use a standard resume? RESUME templates are easy-to-use tools for job seekers for a variety of reasons. First, it allows you to spend more time polishing up the content, rather than worrying about layout and design. Second, it gives first-time job applicants a better idea of how much to write and the departments to focus on. This also applies if you've been out of the job market for a while and haven't had to edit your resume recently. Before you sprint in front of the models, here are some resume dos and don'ts that you need to know. CV dos and don'ts Customize your CV to each task you apply to highlight the most relevant experience, your skills and achievements Optimize your CV for candidate tracking systems (ATS) Include keywords from the job description on your CV that organically fit Triple check your CV for grammar, punctuation and spelling Use data specific examples where possible (e.g. increased sales by 30% by doing x) Include non-academic and non-professional experiences such as volunteering or subprojects Use strong verbs to describe your work (e.g. enhanced, executed, maximized) Include your contact information Keep bullet points under two lines Ask someone you trust to get over your resume with you Create a master RESUME. This will make it easier to customize your RESUME to any task Include all your relevant credentials Save your RESUME file as something with your name on it. This will make it easier for HR managers and human resources to locate your files To be consistent throughout your application. This means that you use the same fonts, styles, and naming conventions in your file. Present your soft skills Print copies of your CV for interviews Do not include obvious skills (e.g. gmail) Include unrelated hobbies or interests. This space can be best used to showcase your achievements and skills Include work experiences during high school, unless you are a recent graduate Use an objective suggestion. These are widely considered outdated, and only relevant if you change careers Hide gaps in your resume. Be sure when explaining the gap talk about the skills you learned during this period Use clichés or too much terminology. Many times, the first person reading your resume will be from HR Write overly complex sentences. Keep it simple and easy to understand Use more than two fonts Include photos (unless you're applying for a role in the arts) Include your salary history. In addition to this for the negotiation process How to optimize your resume for ATS If you are applying for a job, there is a very high probability that the resume will first be seen by some software before making its way into a pair of human eyes. This software is called an applicant monitoring system and sorts, sorts, and sorts job applications that come directly to a recruiter or employer. ATS helps recruiters filter candidates by scanning for relevant information and keywords in an app. Writing a CV that is ATS optimized is imperative as you could potentially miss opportunities even if you're qualified. Here are some ways to ensure that your CV is ATS-friendly: Keep graphics to a minimum Embed keywords and phrases used in the job description. Don't overdo this, as high-matched CVs can be marked for games on the Save your CV as a PDF system (you can easily export as a PDF after editing the Word RESUME template) Some ATS software can't read data in the header or footer. 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