

How to design your
resume in Canva?

PERFECT CV

The perfect CV is a document that not only looks perfect, but also contains all the information about your experience and qualifications.



WHAT IS A CV?

Curriculum vitae is simply an abbreviation of CV. Both of these terms mean a professional resume.

The curriculum vitae describes primarily your professional experience, hard and soft skills, achievements, education and other qualifications.

The main purpose of a resume is to convince the employer that you are the perfect candidate for the position. When recruiting, a cover letter is often attached to the curriculum vitae.



CV STRUCTURE

CONTACT DETAILS IN THE CV

At the very top of the curriculum vitae must be the candidate's data - name and surname, name of the current position or learned profession, professional e-mail address and telephone number.

PROFESSIONAL SUMMARY IN THE CV

It is a short description of the most important experiences, qualifications, achievements and professional goals, which is placed at the very top of the document.

WORK EXPERIENCE IN THE CV

This is the section where the candidate describes his previous positions and responsibilities. It can also be volunteering, apprenticeships or internships.

CV STRUCTURE - CONTINUED

SKILLS ON YOUR RESUME

This section describes hard and soft skills, knowledge of foreign languages, computer programs, etc. You can also mention other qualifications, e.g. certificates.

EDUCATION ON YOUR RESUME

This section should contain a brief description of education, e.g. years of study, name of the university and field of study, and the title obtained. It is also worth listing the training or courses you have completed.

CV CLAUSE

In the Polish curriculum vitae, at the very bottom of the document, a clause with consent to the processing of personal data (in accordance with the provisions of the GDPR) should be added

7 BENEFITS OF A GREAT CV

Increases **confidence**,
helping you to stand tall

Puffs up your
chest with pride

Creates a **buzz**
of excitement

Offers a **firm footing** for the future



Creates the
right mindset

Flexes your
employability
muscle

Reduces the legwork
in your job search

How Canva helps you design a perfect and neat resume?

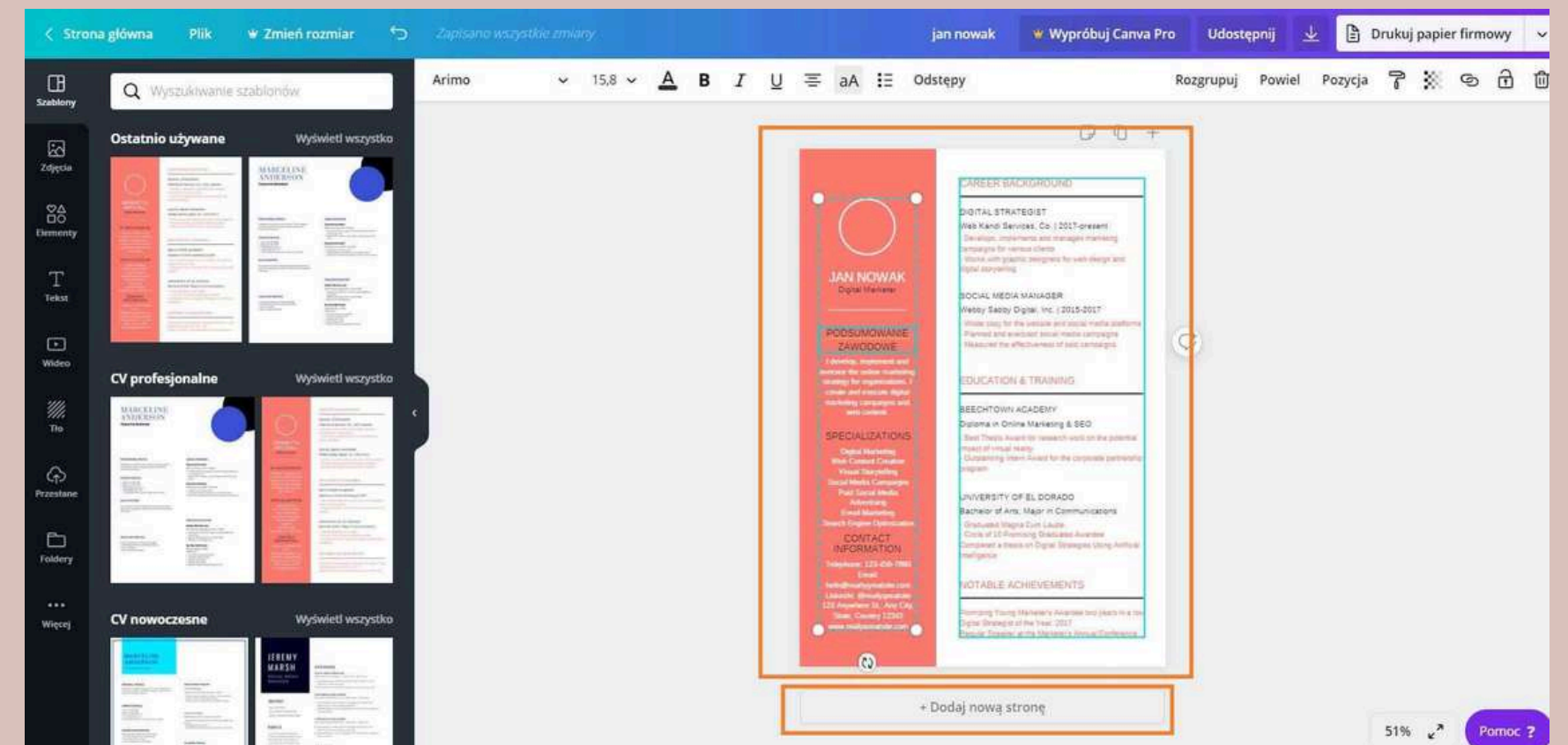
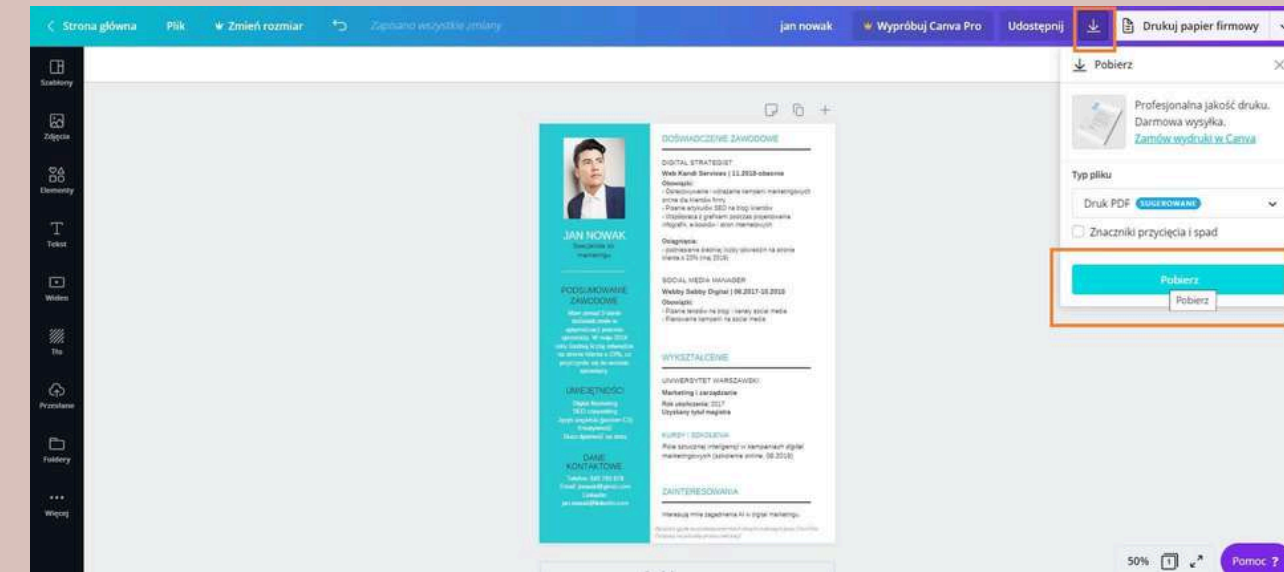
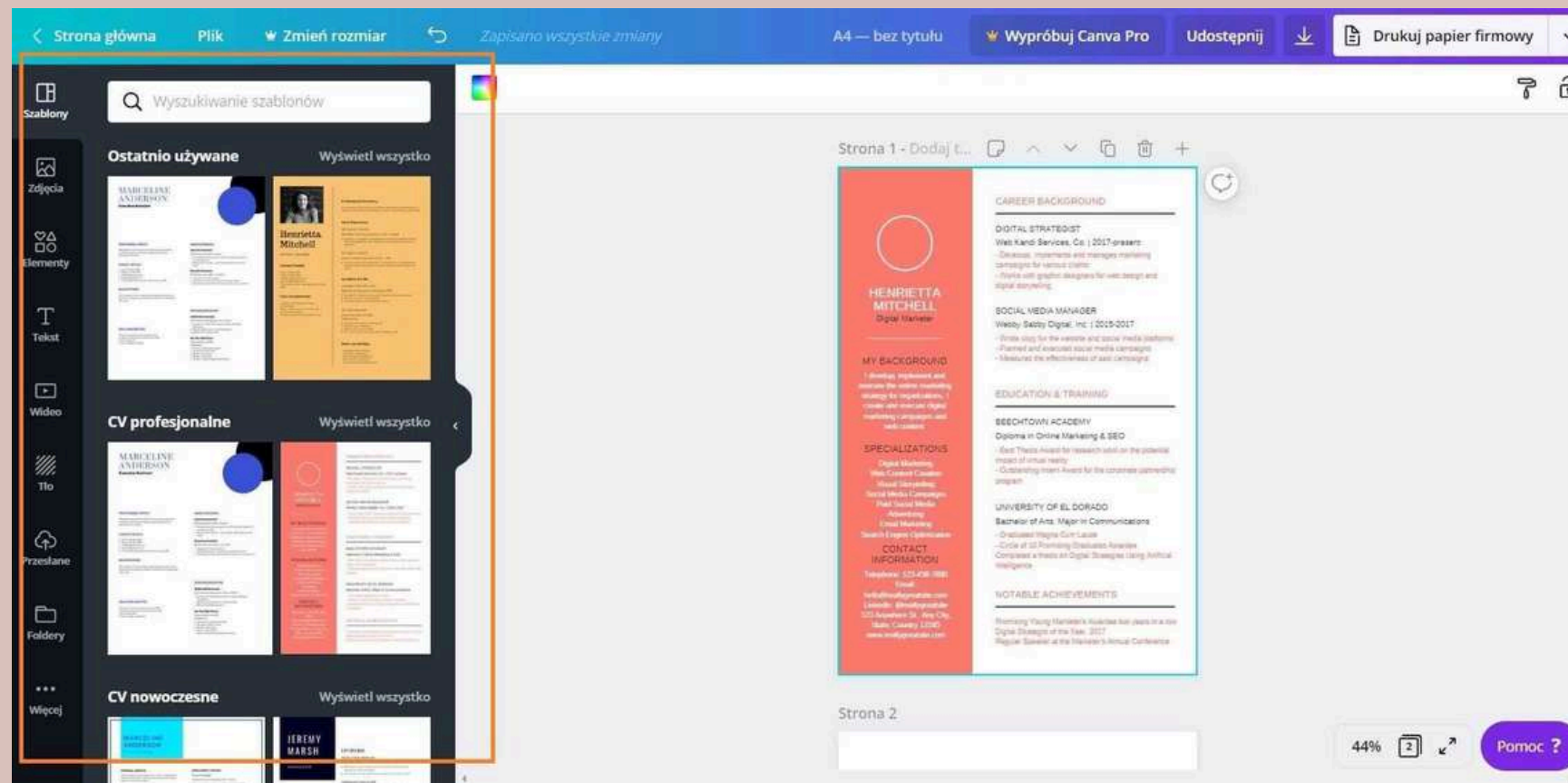
**OFFERS A LOT OF
DIFFERENT
TEMPLATES TO
DESIGN YOUR CV**

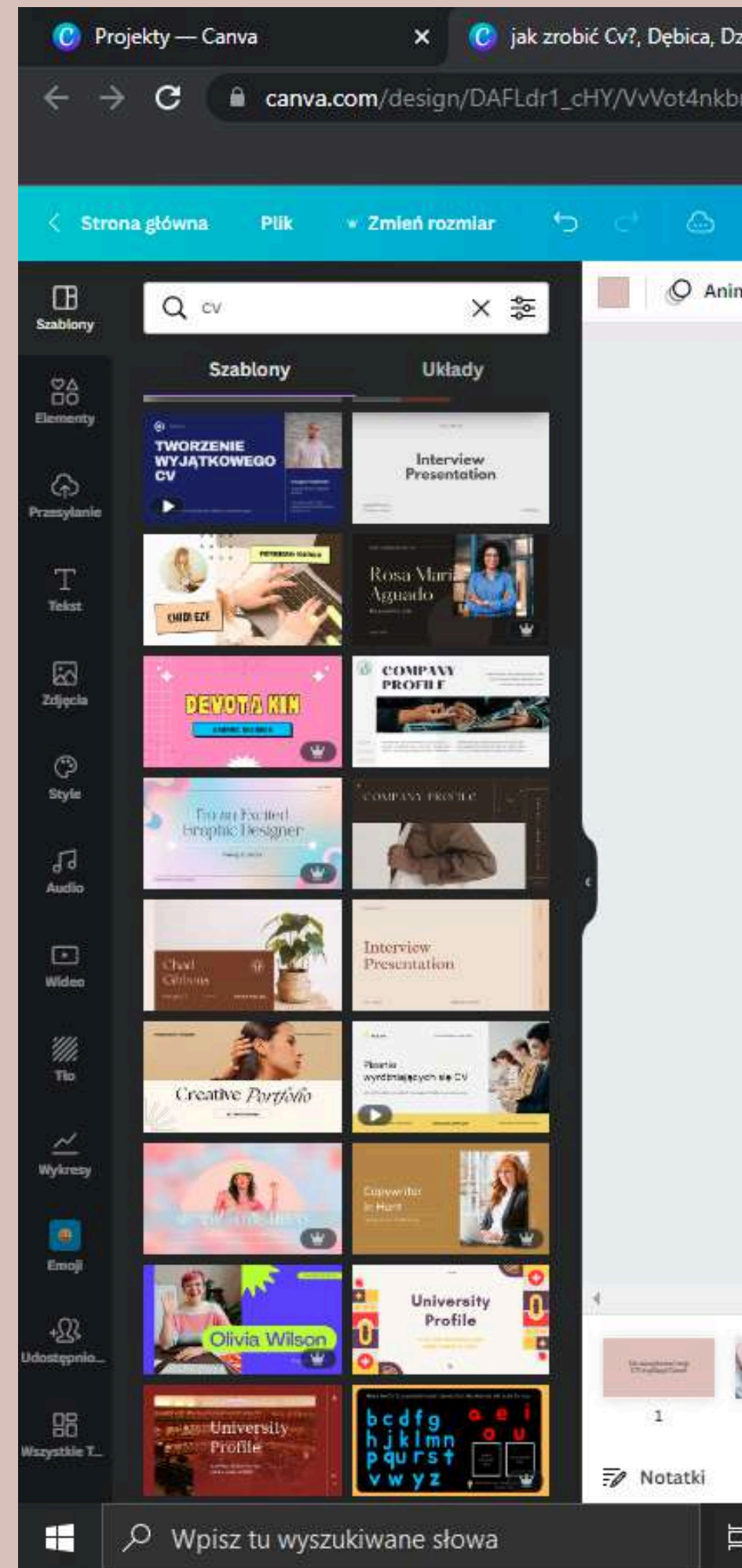
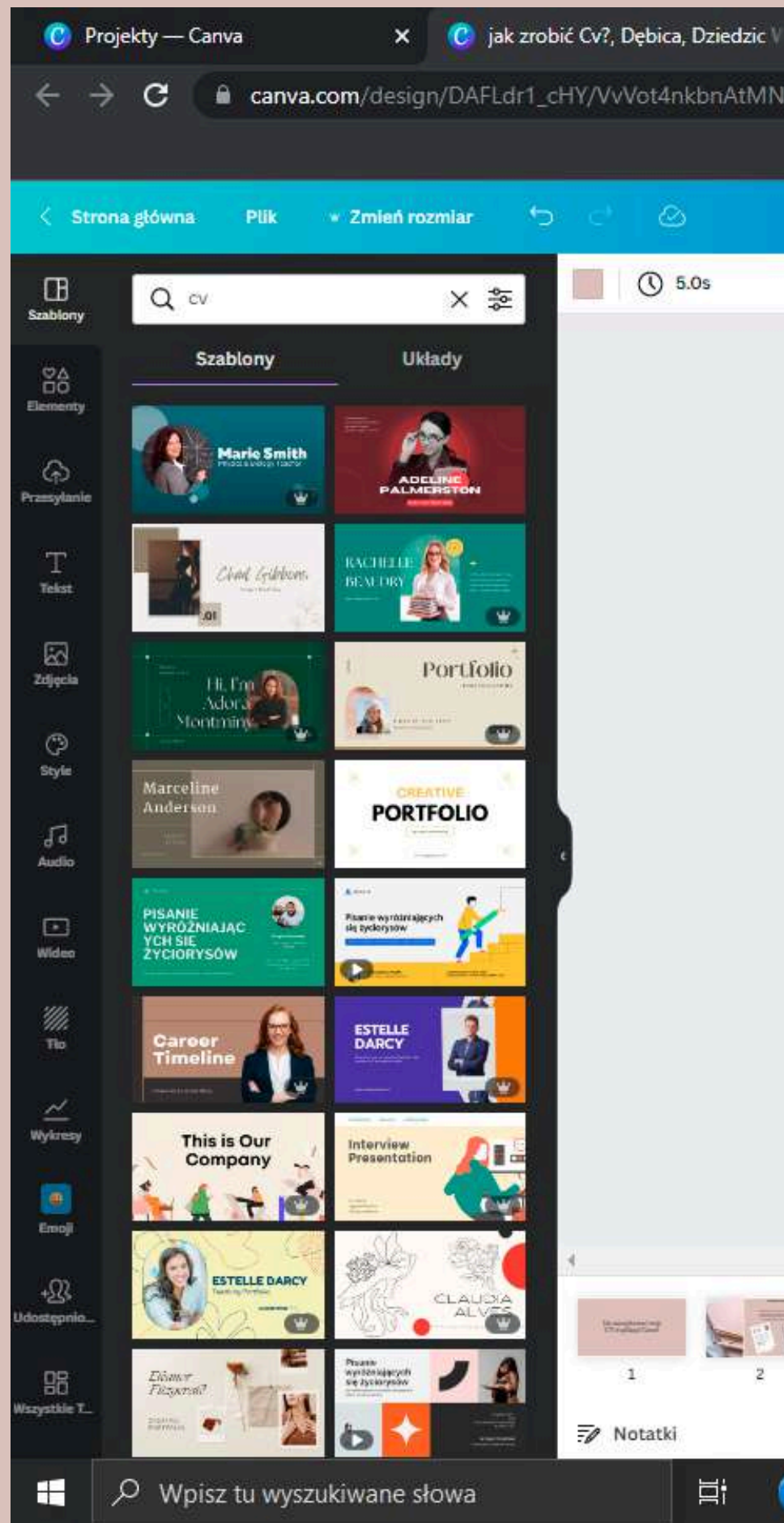
**THANKS TO THE
POSSIBILITIES
OFFERED BY CANVA,
YOU CAN DELIGHT
YOUR EMPLOYER**

**MANY TYPES OF
FONTS WILL MAKE
YOUR CV LOOK
SENSATIONAL**

**WITH THE PHOTO
UPLOAD FEATURE,
YOU CAN
MASTERFULLY EDIT,
CROP AND PERFECT
YOUR RESUME PHOTO**

CANVA - MILLIONS OF POSSIBILITIES TO CREATE YOUR RESUME!





Canva gives us a lot of templates, see for yourself!

***Thank you
for your
attention !***