Resume Template Customization Guide

🎯 Quick Start

This is a professional resume template with animations and modern styling. You'll need to replace all the placeholder text marked with [brackets] with your own information.

📋 Step-by-Step Instructions

1. Header Section (Top of Resume)

Location: Find the <header class="header"> section

What to Change:

- [YOUR FULL NAME] → Your name in all caps
- [Your Professional Title] → Your job title or desired position

- [Your Industry/Specialty] → Your field (e.g., "Software Development", "Marketing")
- [Your City, State ZIP] → Your location
- [Your Phone Number] → Your phone number
- [your.email@example.com] → Your email address
- [linkedin.com/in/your-profile] → Your LinkedIn URL

Optional:

- Add a company logo by uncommenting the <img> line and replacing "your-logo.jpg"

2. Professional Summary

Location: Find <div class="summary-content">

What to Write:

- 3-4 compelling sentences about yourself
- Include years of experience

- Mention key achievements with numbers when possible
- Highlight what makes you unique

Example:

"Experienced Marketing Manager with 6+ years driving digital campaigns that increased revenue by 40%. Expert in social media strategy, content creation, and data analytics. Led cross-functional teams of 15+ members and managed budgets exceeding $500K annually."

3. Core Competencies

Location: Find the competencies-grid section

What to Change:
- Replace the 4 [Skill Category X] headings with your main skill areas
- Under each category, list 4-5 specific skills

Examples of Categories:
- Technical Skills, Leadership, Project

Management, Marketing, Sales, etc.

4. Professional Experience

Location: Find <section class="section" data-aos="fade-up"> with "Professional Experience"

For Each Job:

Company Information:

- [Company Name] → Actual company name
- [City, State] → Company location

Position Details:

- [Your Job Title] → Your actual job title
- [Month Year — Month Year] → Employment dates (e.g., "Jan 2020 — Dec 2023")

Achievements:

- Replace each [Achievement description] with specific accomplishments
- Use action verbs (Led, Managed, Increased, Developed, etc.)

- Include numbers and percentages when possible

Example Achievement:

```
<li><strong>Revenue Growth:</strong>
Increased quarterly sales by 25% through
implementation of new CRM system and
targeted customer outreach campaigns.</li>
```

Adding More Jobs:

- Copy the entire <div class="experience-item"> block
- Paste it below the existing one
- Fill in the new job details

5. Education Section

Location: Find the education-grid section

What to Change:

- [Degree Name] → Your degree (e.g., "Bachelor of Science in Computer Science")
- [GPA or Honors – optional] → Your GPA or honors (e.g., "GPA: 3.8/4.0" or

"Magna Cum Laude")
- [University/College Name] → Your school name
- [City, State] → School location

Adding More Degrees:
- Copy the <div class="education-item"> block
- Paste below existing education
- Fill in the details

6. Technical Expertise

Location: Find the tech-grid section

For Each Skill Category:
- [Skill Category] → Category name (e.g., "Programming Languages")
- [Specific Skill/Tool Name] → Individual skills
- [XX%] → Your skill level as percentage (30%, 50%, 70%, 90%)

Skill Level Guidelines:
- 30-40%: Basic familiarity
- 50-60%: Comfortable using

- 70–80%: Proficient/Advanced
- 90–95%: Expert level

7. Optional Sections

Military Service:

- If not applicable, delete the entire military section
- If applicable, update with your service details

Honors & Awards:

- If you don't have awards, delete this section
- If you do, list them by category (company awards, academic honors, etc.)

🔧 Technical Tips

Copying Sections

When you need to add more jobs, education, or skills:

- Find the section you want to copy
- Copy from the opening <div> to the

closing </div>

- Paste it where you want the new section
- Update the content

Removing Sections

To remove optional sections (Military, Awards):

- Find the section starting with <section class="section"
- Delete everything from that opening tag to the matching </section> tag

File Setup

- Save the file as resume.html
- Open it in any web browser to view
- Use the "Download PDF" button to print/save as PDF

💡 Writing Tips

Achievement Statements

Follow this formula: **Action Verb + What You Did + Result/Impact**

Good Examples:
- "Managed team of 12 developers, delivering 15 projects on time and 20% under budget"
- "Implemented new inventory system, reducing processing time by 35% and saving $50K annually"

Avoid:
- Vague statements like "Responsible for managing projects"
- Lists of job duties without results

Keywords

Include industry-specific keywords that match job postings you're targeting. Many companies use software to scan resumes for relevant terms.

Quantify Everything

Whenever possible, include:
- Numbers (team sizes, budgets, timelines)

- Percentages (improvements, growth)
- Dollar amounts (savings, revenue generated)

🎨 Visual Customization

Colors

The resume uses a blue/red color scheme. To change colors, look for these values in the CSS:

- #1e2c4c (dark blue)
- #c41e3a (red accent)

Fonts

The resume uses the 'Inter' font. This will load automatically from Google Fonts.

✅ Final Checklist

Before finalizing your resume:

- [ ] All placeholder text [like this] has been replaced
- [ ] Contact information is accurate
- [ ] All dates are correct and properly

formatted
- [ ] Achievements include specific numbers/results when possible
- [ ] Spelling and grammar have been checked
- [ ] The resume prints properly (test the Download PDF function)
- [ ] Total length is 1-2 pages when printed

🚀 Advanced Features

This resume includes:
- **Animated background** in the header
- **Smooth scrolling animations** as you scroll down
- **Skill bars** that animate when you reach the technical section
- **Hover effects** on experience items
- **Print-optimized** styling for PDF generation

All animations work automatically – no

additional setup needed!

📞 Need Help?

If you get stuck:

- Make sure you're only changing text within [brackets]
- Don't modify anything in the <style> or <script> sections unless you know CSS/JavaScript
- Test your changes by refreshing the browser page
- If something breaks, use "Undo" in your text editor

Remember: Only change the content, not the structure or code!