



Says

What have we heard them say?
What can we imagine them saying?



Thinks

What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?



Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?



Does

What behavior have we observed?
What can we imagine them doing?

DESIGING A
RESUME USING
CANVA

Choose the Right Template:* Start by selecting a resume template that matches your style and the industry you're applying to

Clear Contact Information:* Ensure your name, phone number, email, and LinkedIn profile (if applicable) are easily visible at the top.

Professional Summary:* Include a brief professional summary or objective statement that highlights your career goals and key qualifications

Work Experience:* List your work experience in reverse chronological order, including job titles, company names, dates, and key responsibilities.

Education:* Mention your educational background, including degrees, institutions, graduation dates, and any relevant honors or award

Skills:* Showcase your skills, both technical and soft skills, in a clear and organized manner. Use bullet points or a skills section.

Achievements:* Highlight notable achievements, such as project successes or quantifiable results, to demonstrate your impact.

Customize Fonts and Colors:* Personalize the fonts and color scheme to make your resume visually appealing while maintaining professionalism.

Consistent Formatting:* Ensure consistent formatting throughout your resume, including font sizes, styles, and spacing.

Use Bulleted Lists:* Organize information with bullet points to make it easier for employers to scan your resume

Proofread:* Thoroughly proofread your resume for errors in spelling, grammar, and formatting.

Save and Share:* Download your resume in a suitable format (e.g., PDF) and share it with potential employers or upload it to job search platforms