Gaura

Please find the below instructions for editing your templates and replacing placeholder text.

Key Notes

All text can be changed.

Font sizes can be changed.

Fonts type can be changed.

Font colour can be changed (but it is best to leave colour theme the same as purchased). If you want another colour ensure to purchase a CV template with the colour scheme of your preference.

Instructions

Replace the text [**FL**] with your initials.

Replace the text [**First Name , Last Name**] with your **First** and **Last Name**.
Replace the text [**Your Profession Here**] with your profession e.g. Software Engineer.

[**Work Experience**] replace all text under this section with your work experience, the company name, how long you spent working at each company and your task/roles and responsibilities.

Under the title [**Contact**]:
Replace text with your telephone number, your house address , your email address and your website i.e. linkedln profile

Under [**Education**] replace this section with your education or any courses you have done.
Replace text under [**Skills**], [**Awards**], [**Interests**] with the relevant information.

Cover Letter : Replace all the text in the cover letter template with your cover letter (reason for applying for a job). Ensure there are no grammatical errors, and your reasons for applying for a particular job-role has been articulated properly.

Dont forget to also edit the details under [Contact]

References : For the reference template, you simply have to replace all the information with relevant company references.