

# Dear Job Seeker,

Ready to land your next job offer?

In addition to this Word template, we provide a whole host of expert **resume** and **cover letter** writing resources and tools that'll help you boost your job search and increase your chances of securing work.

[Resume Builder →](#)

[Cover Letter Generator →](#)

[How to Write a Resume →](#)

[How to Write a Cover Letter →](#)

Are you in a rush?

Speed up the application process by using a pre-formatted template:

[Resume Templates →](#)

[CV Templates →](#)

[Cover Letter Templates →](#)

Lastly, explore our job-specific **resume** and **cover letter** examples to ensure your finished application gives you the best chance of getting more interviews.

[Resume Samples by Industry & Experience Level →](#)

[Cover Letter Examples by Industry & Experience Level →](#)

Good luck on the job hunt.

Best regards,

*The Resume Genius Team*

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## Fonts

This template uses free fonts that are compatible with PC and Mac. You **MUST** download and install these fonts on your computer, before opening the file, in order for it to work properly.

[Google Sans ↗](#)

[Instrument Sans ↗](#)

### Font Installation

After downloading the fonts, simply open the zip folders and install each font file on your system.

#### Windows Users

Right click the font file, select "Install". We recommend fully restarting your computer after the font installation.

#### Mac Users

Double click the font files, click "Install", and then restart MS Word.