resumegenius

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

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.

DM Sans ↗

Inter ↗

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.