

How to create a resume with Canva

Creating a resume is an easy task. Canva is a useful tool that can help you do this.

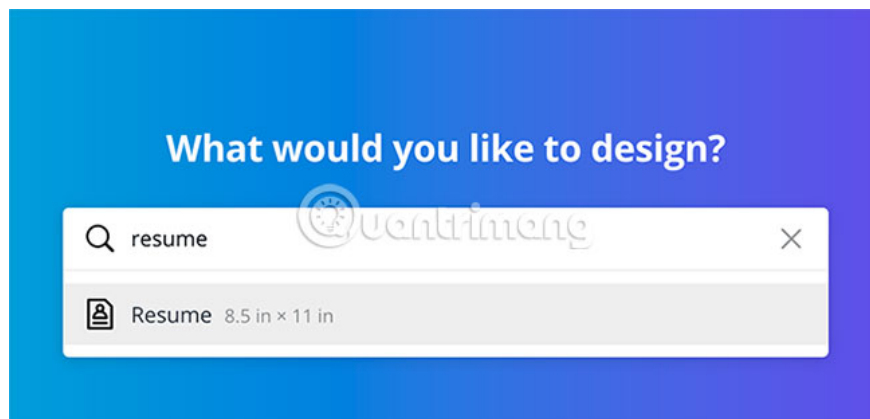
Creating a resume is an easy task. Canva is a useful tool that can help you do this. Canva is a template building site, allowing you to customize almost any document. But what if there is no built-in template on Canva that suits your needs?

In this article, **TipsMake.com** will show you how to create a resume from scratch with the Canva tool. Once completed, you will have a really outstanding resume.

Do you know how to create a CV with Canva?

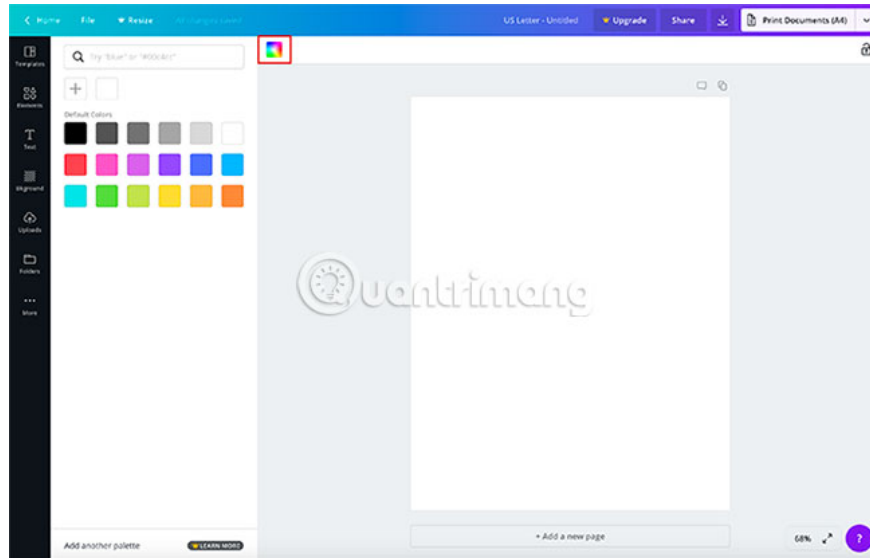
1. Step 1: Start with a new page
2. Step 2: Change the wallpaper
3. Step 3: Select the elements
4. Step 4: Add a title
5. Step 5: Change the font
6. Step 6: Add your profile
7. Step 7: Add the divider
8. Step 8: Fill in the sections
9. Step 9: Add some level of skill proficiency
10. Step 10: Modify colors and group of components

Step 1: Start with a new page

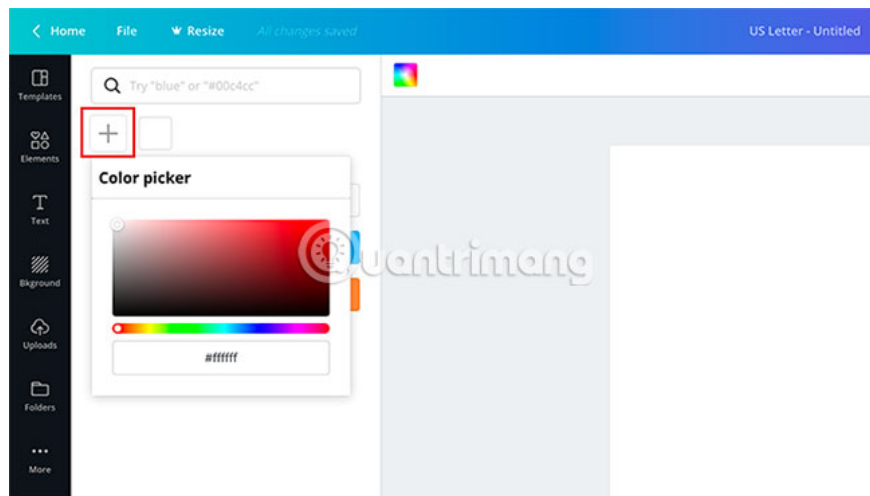


First, go to the search bar and enter **Resume**. A list of pre-created designs will appear, but search the blank page at the center. Specifically, you want Canva to come up with a blank document to design your resume yourself, the size is **8.5 x 11 inches** . This pre-format helps you avoid problems when designing your own resume.

Step 2: Change the wallpaper

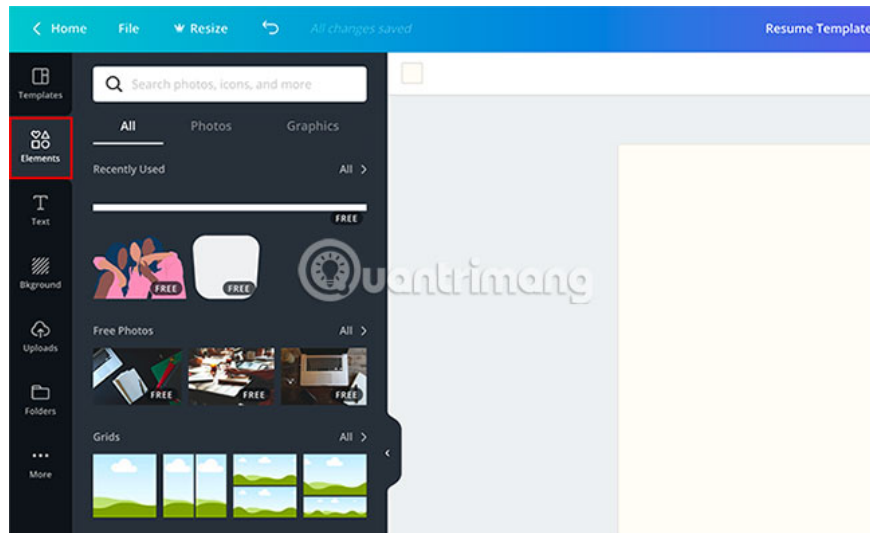


All Canva templates start with a blank page. If you want to change the color, click **Background color**, in the top left corner of the workspace. A list of colors you can use will appear.



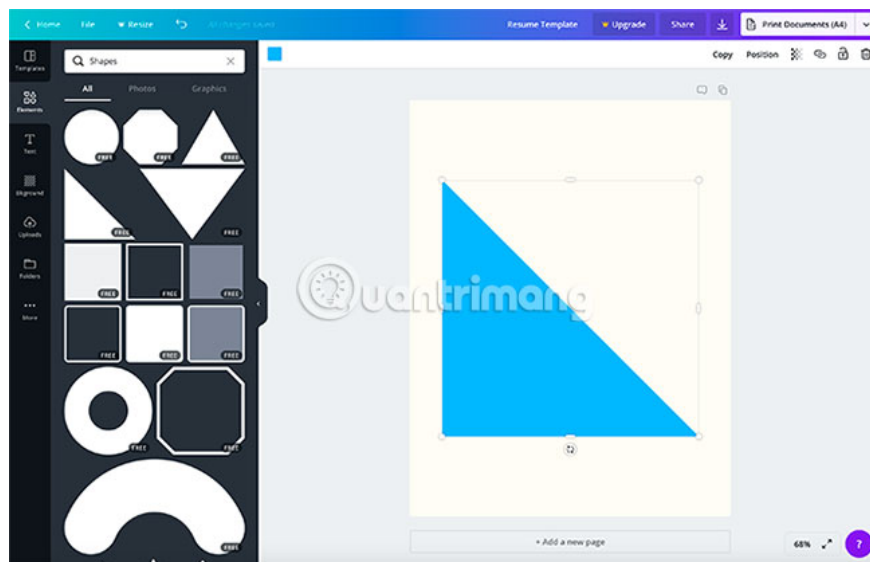
You can also click the + icon to display the **Color Picker**, to provide a larger range of options.

Step 3: Select the elements

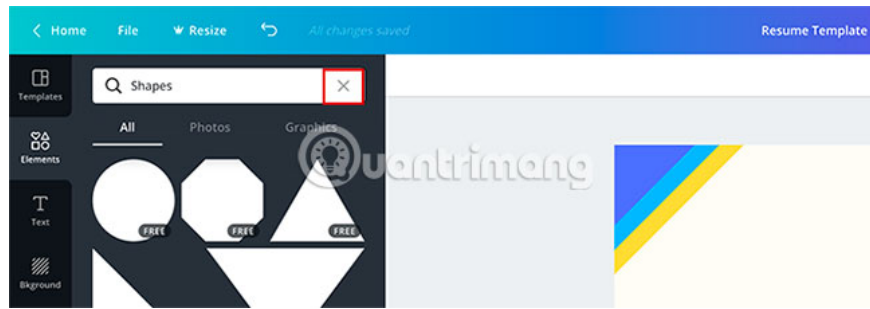


Next, click the **Elements** menu to find the shapes, lines and graphics that you can use to highlight your document. Like Canva's built-in templates, some elements are free and others have to pay.

Using basic shapes to highlight your resume is always a safe choice to create visually appealing designs. To find these shapes, go to **Element**> **Graphics**> **Shapes** . For this tutorial, we will use a shape in the title.

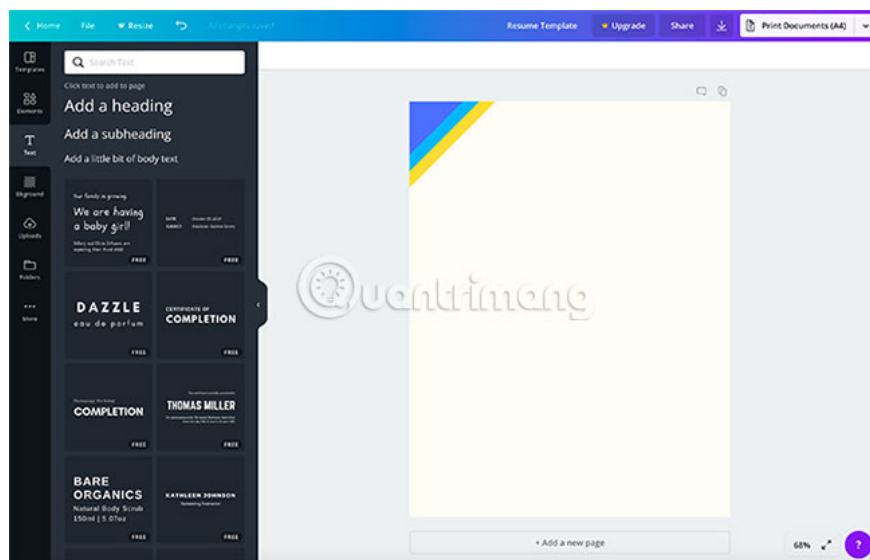


As you can see, this shape is too big for a resume. You have to reposition and make it smaller. If you want to change the color, use the **Color Picker** tool in the top left corner of the workspace.



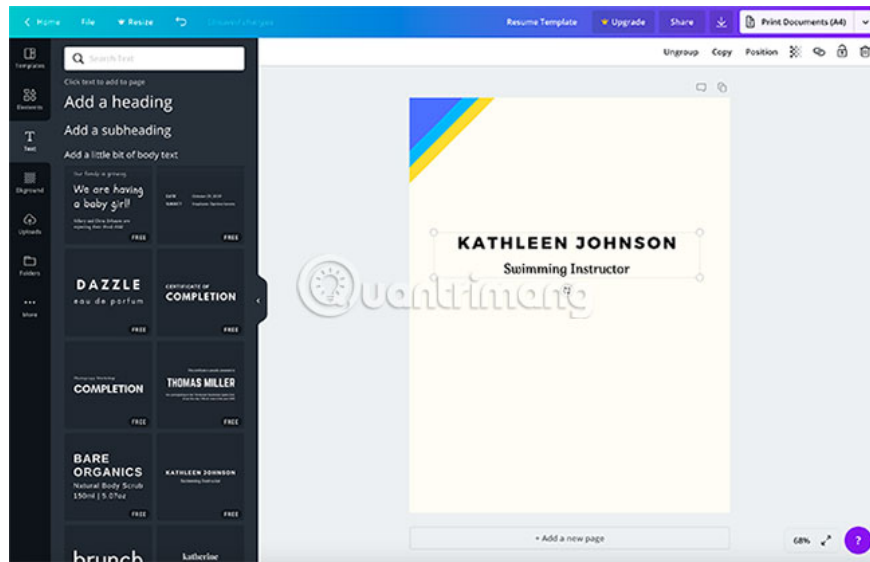
To exit the **Shapes** menu and return to **Elements**, click the x in the search bar. The previous screen will come back.

Step 4: Add a title

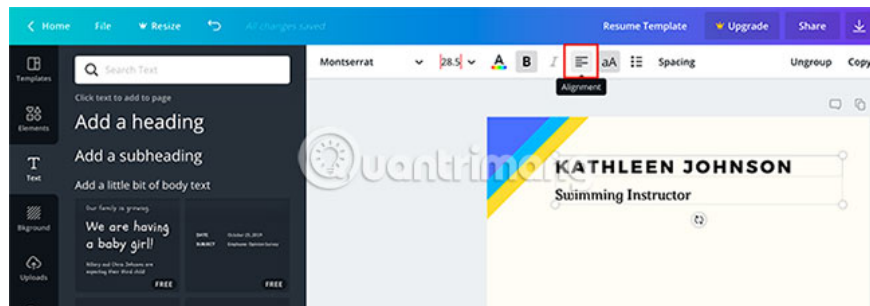


Once done with the elements, click **Text**. You may see a number of different ways to insert written content into your resume.

Canva creates combo headings / subheading for different types of documents. You can also choose to insert a heading, subheading or individual content text. In this example, we will use a combo heading / subheading, but as you can see it is too big for the title and is not in the exact position.



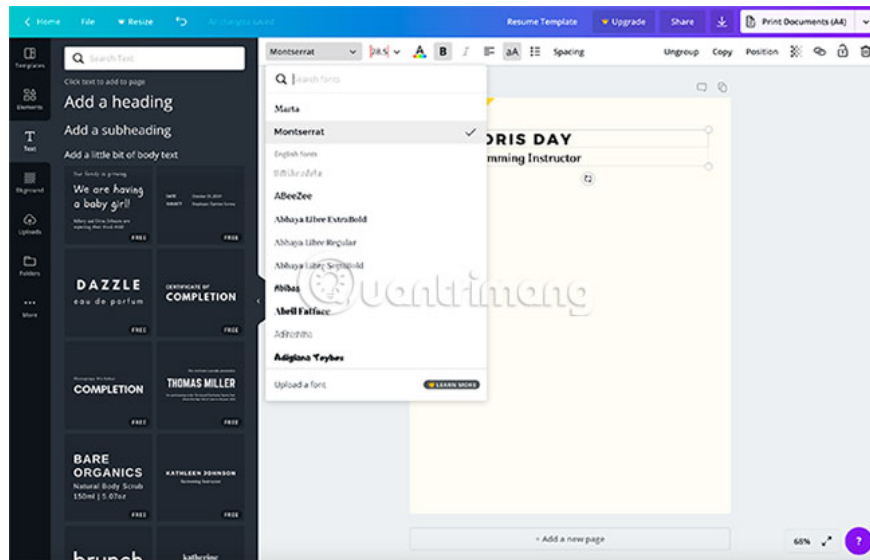
To fix this, click on one of the anchor points of the text box and drag that point inside. When it's the right size, place your mouse on the text box, click and hold, then move the box to the correct position. After moving the text box, you can see the pink lines appear in different locations. These pink lines are standard lines, helping you to arrange text and shapes on the page.



To align text from the center position to the left, click the **Alignment** button until the appropriate option appears.

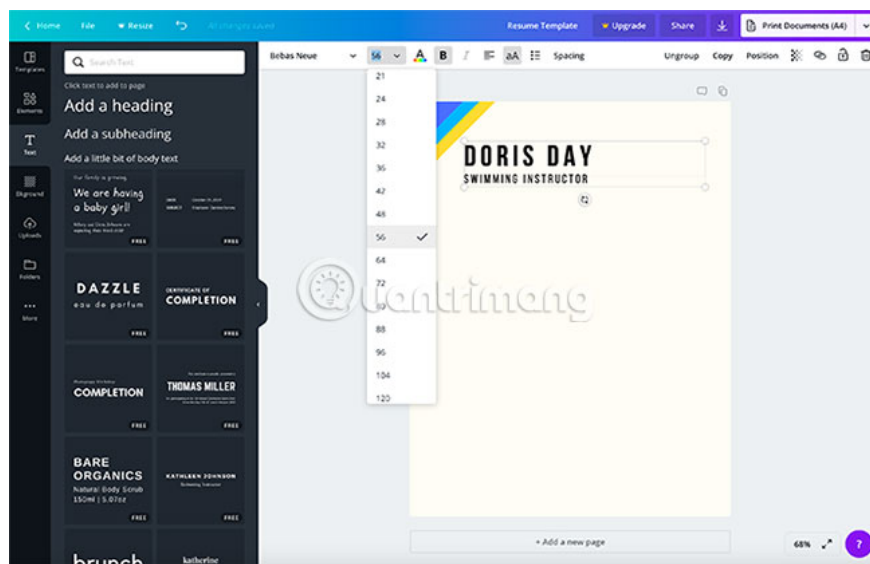
To change the text, click inside the box and enter what you want.

Step 5: Change the font



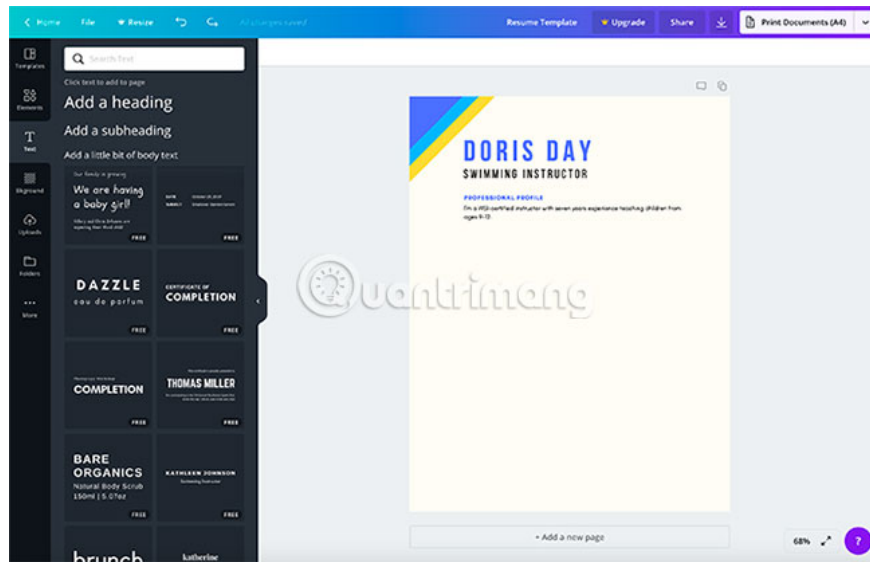
To change the font, click the text you want to adjust (but don't need highlighting). Then, click the drop-down **Font** menu in the top left corner. Choose a font style from the options available.

To change the font size, click the drop-down menu next to:



To change the font to a custom size, enter the number you want into the drop-down box.

Step 6: Add your profile



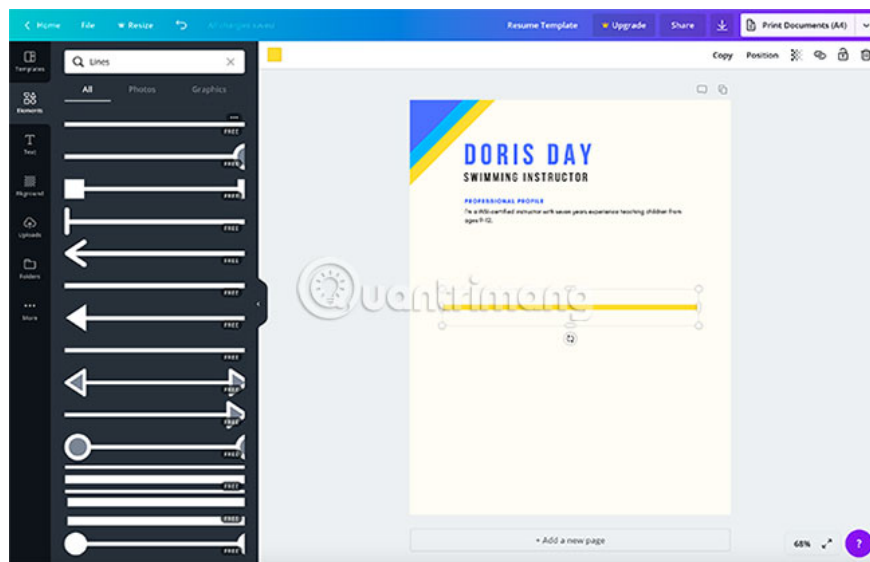
It is important to have a professional profile. It determines the success of your resume, helping employers quickly capture your strengths and why you should recruit you for this position.

To add a profile, click **Add a subheading** . Change the subheading name to '**Professional Profile**' or something that makes sense for your field. Then, select the font you want. Place the text box in the appropriate position on the page.

Next, click **Add a little bit of body text** to open a new text box, where you can enter your profile.

Once done, put it under the subheading.

Step 7: Add the divider

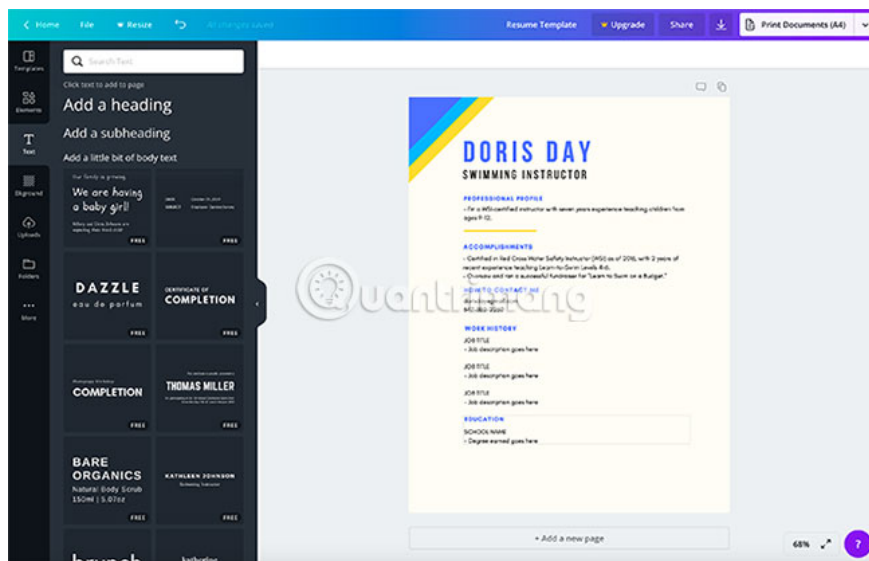


After entering the profile, you may want to add a graphic element to separate the profile from the rest of your resume.

To create a divider, go to **Element**> **Lines** and find the option you want to use. Choose a simple divider and do not cause discomfort or distract attention from the header.

Relocate the divider and change the size or color if necessary.

Step 8: Fill in the sections

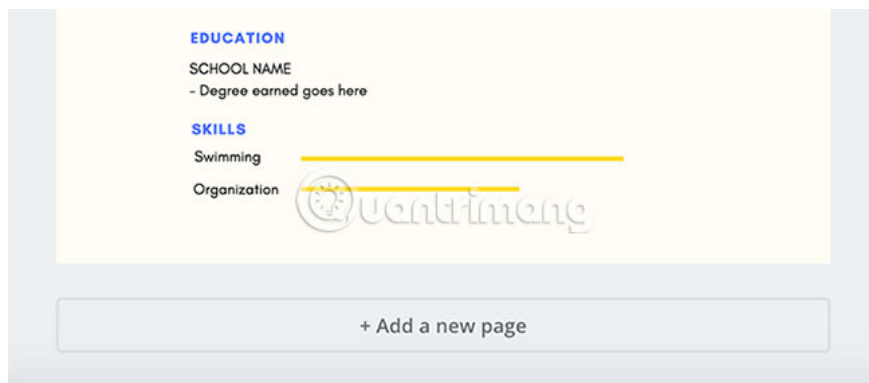


Next, fill in the different parts of your resume. List contact details, achievements, work done and academic achievement in this section. To do this, follow the same instructions to create the text boxes detailed in step 6.

An easy way to preserve the format on each part is to copy subheading and text content from the profile. After copying, just change the text inside the box.

Previously, **Quantumang** noted a number of things to avoid including a job CV. Refer to the article: 8 mistakes to avoid when writing a CV for more details.

Step 9: Add some level of skill proficiency



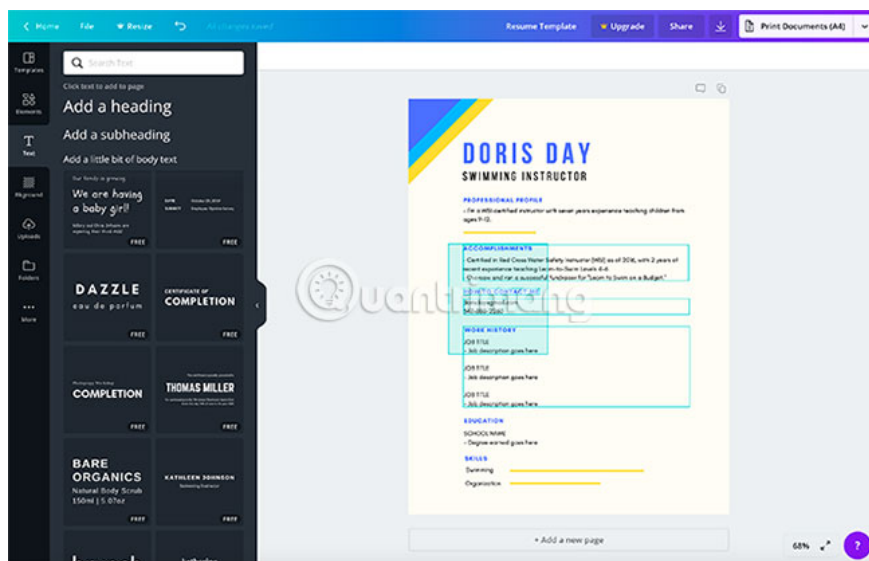
What if you want to add an infographic to show how much skill you have with certain programs or activities? The fastest way to do this is to use **Lines**.

First, go to **Text> Add a bit of body text** . Enter the skill name (in this example, **Swimming**). Then locate the text box on the page.

Next, go to **Shape> Lines** and select a simple line. Put this line next to the caption. Resize length to emphasize skill level. This short, long line depends on your skill level. Please change color if needed.

Below that line and caption, create another line and comment to list the second skill set. Continue to repeat these steps until you list all the desired skills.

Step 10: Modify colors and group of components



After completing the resume, you can check your design to see if you missed anything. If you forget to change the color for an element, just click on the element you want to change, then use the **Color Picker** tool to adjust it. If you have used custom colors, Canva will have a copy in the color palette.

The group here means that the individual components on the page will be read as a unit. Specifically in Canva, this means that you can edit each item, but move elements together on the page simultaneously. This is useful if you want to convert your design, but still keep the individual parts organized as before.

To group items, click and drag over the components you want to group until their limited boxes appear in blue. Once you've selected it, click on **Group** in the upper right corner of the workspace. Everything is complete!

Following the instructions above, you will be able to create a basic resume from scratch. This resume is perfect if you are looking for a new position after years of stable work.

Hope you are successful.

You finished reading the article "**How to create a resume with Canva**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

