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When it comes to continuing, presentation is as important as the skills and experience that the CV itself reveals. Trying to design a resume from scratch can be a challenge, especially with little design skills. Need some help? Check out these 51 for free (yes, FREE!) Microsoft Word resume templates that you can easily download to your computer, edit to add to your experience, and give your next work application. No recruiter or recruitment manager can refuse. Can't wait to watch them one by one? We have put together a selection of the best free cv templates with one easy download below. Get your free CV templates professional templates ideal for any industry Why use a resume template? Cv templates are handy tools for job seekers for a number of reasons. First, it allows you to spend more time polishing up content instead of worrying about layout and design. Secondly, it gives first-time job applicants a better idea of how much to write and focus on sections. This also applies if you've been out of the job market for a while and haven't recently edited your resume. Before sprinting in front of templates, here are some resume tasks and ts you should know. Cv dos and don ts Do Tailor on your CV for each job you apply to highlight your most relevant experience, skills and achievements Optimize your CV applicant tracking systems (ATS) Include keywords in the job description of your RESUME, where it fits organically triple check your CV grammar, punctuation and spelling Use data for specific examples if possible (e.g. increased sales by 30% by doing x) Include non-academic and non-professional experiences , for example, volunteering or side projects Use powerful verbs (e.g. amplified, executed, maximized) Add your contact information Keep your bullet points under two lines Ask someone you trust to transfer your resume with you. 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