

Creating Your Resume Using Canva

Hello Students!

To prepare for your future, we're asking everyone to create a resume. You can use Canva to make it! Follow the steps below to get started. Once you're finished, print your resume and upload it here.

Steps:

1. Go to [Clever.com](https://clever.com).
2. Log in as a student using your school Gmail account.
3. Find and open the "Canva" app.
4. In Canva's search bar, type "resume."
5. Look through the templates and choose one that fits your personality.
6. Select the template you like, then click the blue "Customize this template" button.
7. Edit the template to include your own information. Mrs. Marshall and Mrs. Anderson are available in the library if you need help.
8. Your resume will autosave.
9. When you're finished, click "Share," then "Download."
10. Choose "File Type" and select "PDF Standard."
11. Click "Download" and save the PDF to your computer.
12. Finally, upload your resume PDF to this assignment.