



Using Google Docs Templates for Resumes

Why Use Google Docs Templates

- Access free resume templates with your Gmail account
- Templates make formatting easy
- Clean, modern design
- Use share and comment features to request feedback
- Download and share docs as a PDF



Google Docs

Resume Content

Do include:

- A brief candidate profile with core skills
- Mobile number
- Professional email address
- Link to LinkedIn profile
- Relevant links to social media
- Link to website or portfolio, if applicable

Don't include:

- Objective statement
- Graduation dates
- Experience not directly related to the job you're applying for
- Landline number
- Email address with nickname or outdated email provider

Resources

- Register for a free Job Search Workshop and Coaching Program with AARP Foundation's BACK TO WORK 50+ www.aarpfoundation.org/register
- AARP's [Free Resume Review](#) — free to AARP members
- AARP Work & Jobs Webinars: <https://learn.aarp.org/work-jobs-webinars>
- [The Standard Structure and Format](#) of a Resume from learn.aarp.org
- Take AARP's free quiz: [Age Proof Your Resume](#)