

# AFE Career Resource Templates

---

Thank you for using the [American Floral Endowment](#)'s Career Resource templates! These templates were developed as a resource for each segment of the industry to save time. Below are general step-by-step instructions for you to fill the template with your company's information and brand.

**Recommended font family is 10 pt to 12 pt Times New Roman.  
Document headings are 30pt Times New Roman.**

Template Instructions:

1. Open template by double-clicking the file
2. Everywhere you see **Underlined & Bolded Text** replace with your relevant information
  - a. Be sure to format text afterward

## **How to Insert Company Information/Brand:**

1. Double-click within header boundary
  - a. Select the temporary logo image
  - b. With image selected, right-click
  - c. Select *Change Picture*
  - d. Select *From a File*
  - e. Locate your logo file and upload
  - f. Size accordingly
2. Double-click within footer boundary
  - a. Select text box
  - b. Click within text box
  - c. Replace text with preferred contact information - phone, website, links, etc.
3. Share!

***Be sure to upload all job opportunities and listings to  
[AFECareerCenter.com](http://AFECareerCenter.com)***

