

AFE Career Resource Templates

Thank you for using the **American Floral Endowment**'s Recruitment 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***

