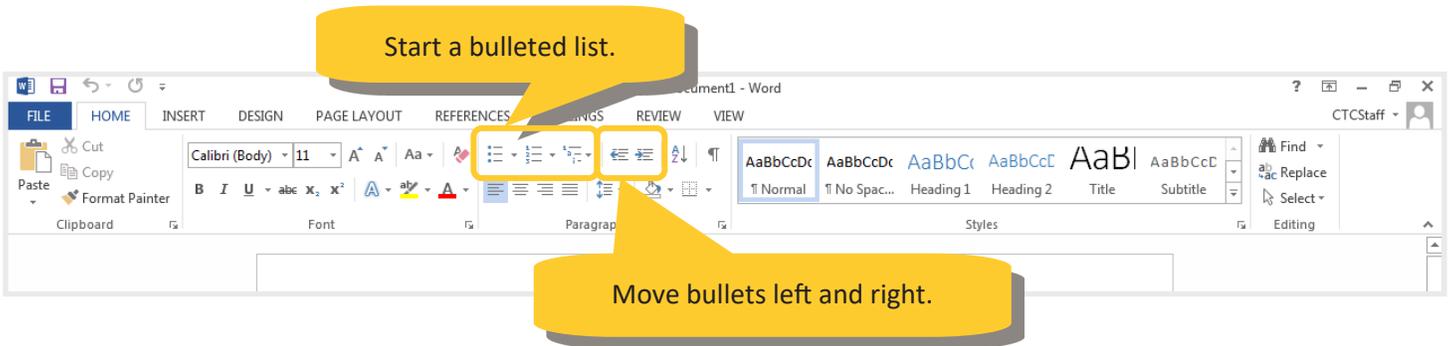


# Microsoft Word: Resumes

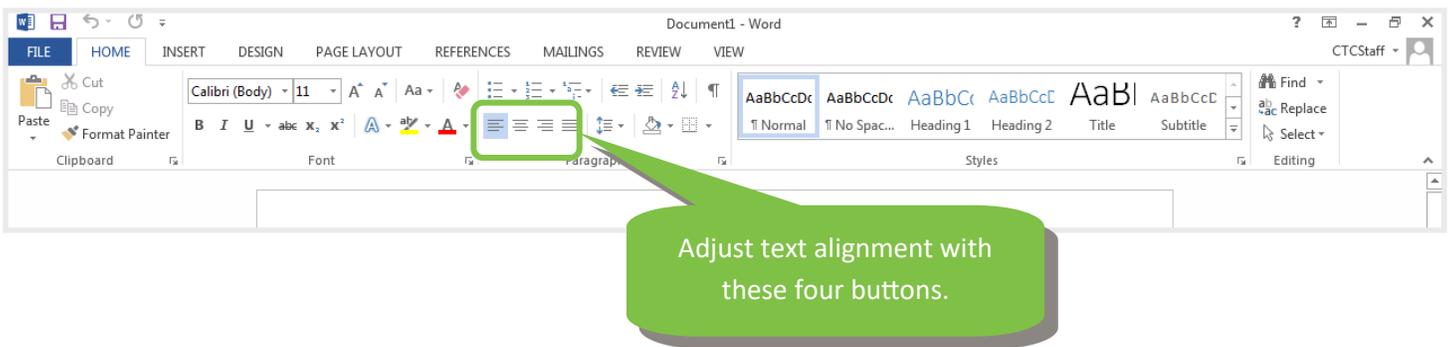
## Resume Formatting Tools

### Creating Bullets

To remove a bullet you can press backspace twice, or press enter on an empty bullet.

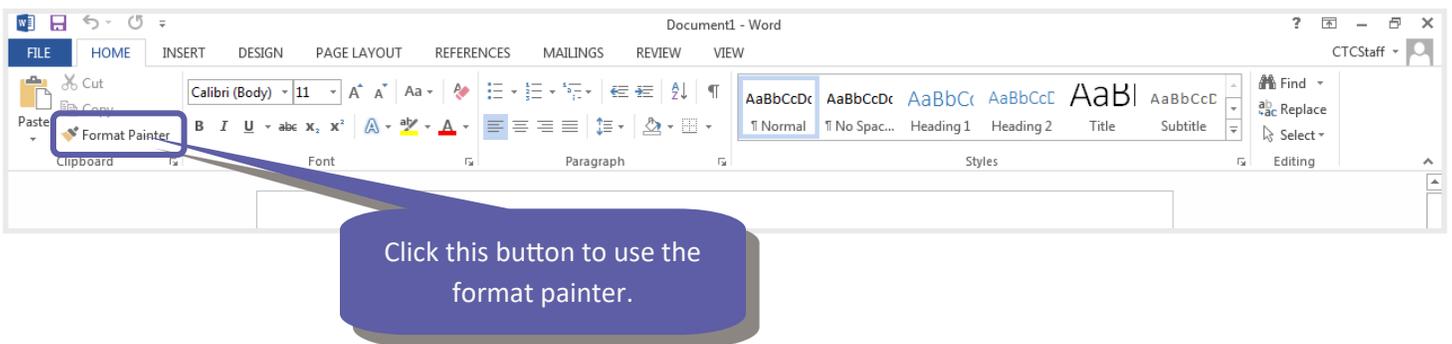


### Aligning Text



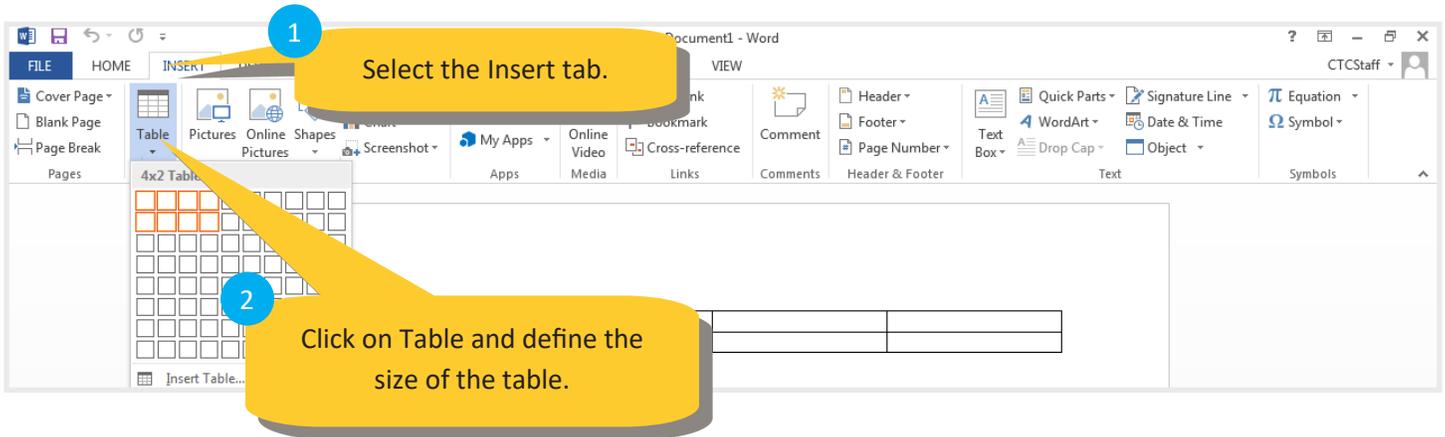
### The Format Painter

The format painter copies the formatting of text (not the text itself). Click the button once to copy the formatting one time, double click the button to copy the formatting multiple times (click the button again to deselect it).



## Inserting a Table

Tables can help you organize the layout of text in your resume.

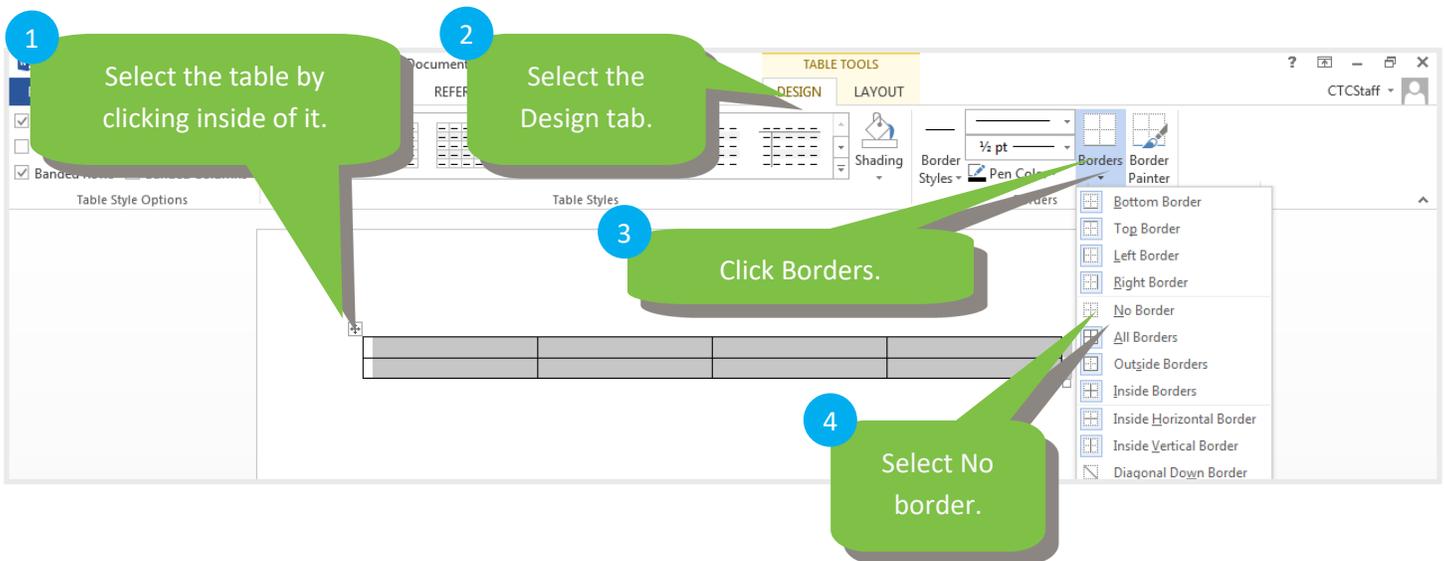


1 Select the Insert tab.

2 Click on Table and define the size of the table.

The screenshot shows the Microsoft Word interface with the 'INSERT' tab selected. A yellow callout box labeled '1' points to the 'INSERT' tab. Another yellow callout box labeled '2' points to the 'Table' button in the ribbon, which has opened a grid for selecting the number of rows and columns. A small table with 2 columns and 2 rows is visible in the document area.

## Removing Lines Around Tables



1 Select the table by clicking inside of it.

2 Select the Design tab.

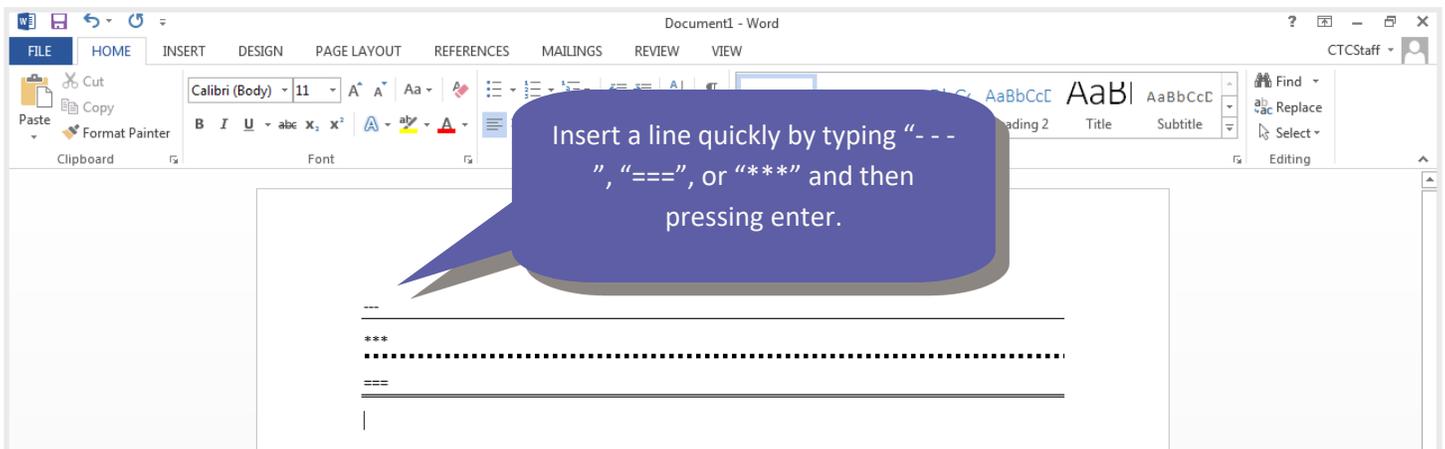
3 Click Borders.

4 Select No border.

The screenshot shows the Microsoft Word interface with the 'TABLE TOOLS DESIGN' tab selected. A green callout box labeled '1' points to a table in the document. Another green callout box labeled '2' points to the 'DESIGN' tab. A third green callout box labeled '3' points to the 'Borders' button in the ribbon. A fourth green callout box labeled '4' points to the 'No Border' option in the 'Borders' dropdown menu. The table in the document has no borders.

## Inserting Lines

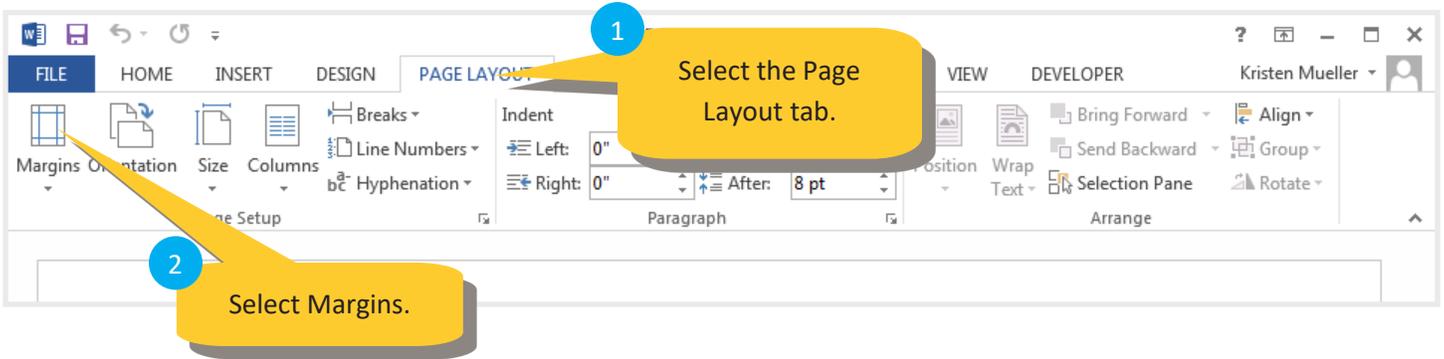
Lines are an elegant way to create sections in your resume.



Insert a line quickly by typing “- - -”, “===”, or “\*\*\*” and then pressing enter.

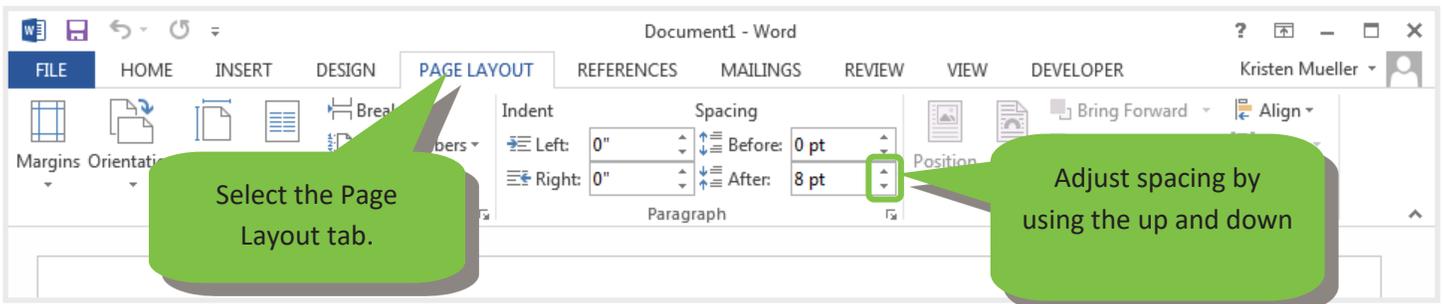
The screenshot shows the Microsoft Word interface with the 'DESIGN' tab selected. A blue callout box contains the text: 'Insert a line quickly by typing “- - -”, “===”, or “\*\*\*” and then pressing enter.' Below the callout box, three lines are shown in the document: a dashed line, a dotted line, and a solid line.

## Adjusting Margins



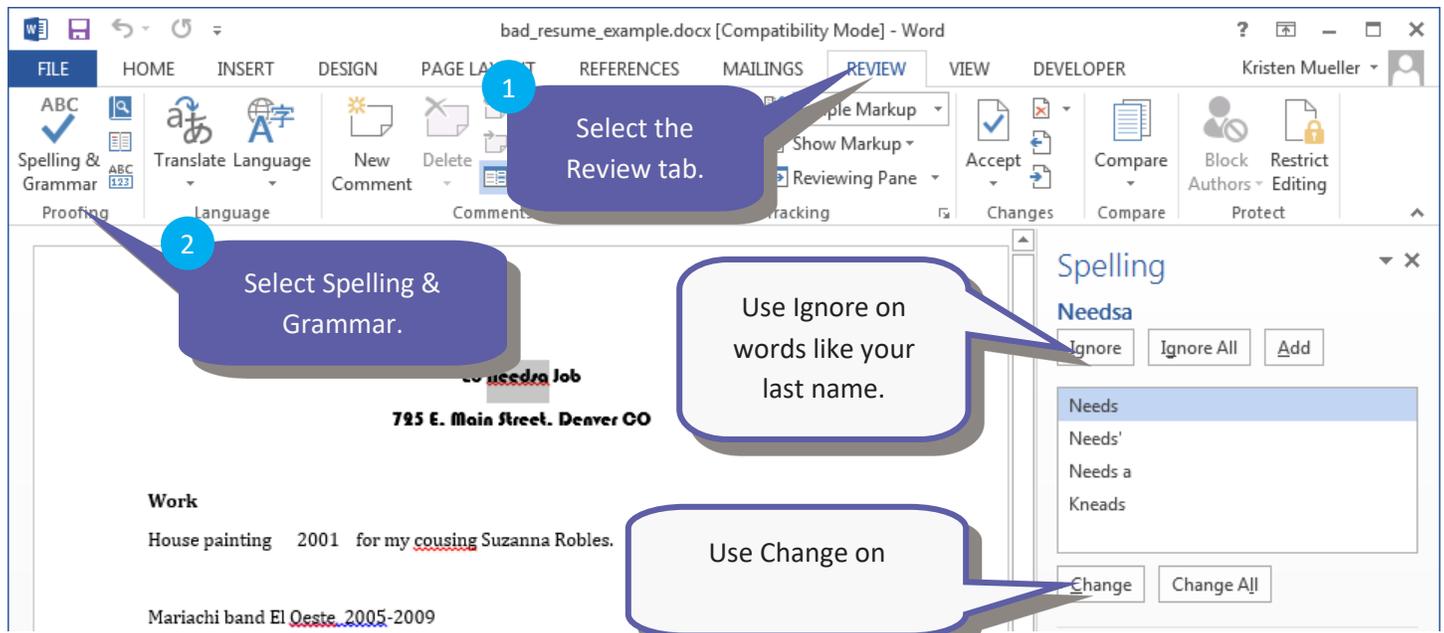
## Adjusting Spacing

Adjusting the spacing on your resume to 0 pt “Before” and 0 pt “After” is recommended. 1 pt (or 1 point) is 1/72nd of an inch. The Spacing option defines how much space is added Before and After you press enter.



## Review Spelling

Before you ever send a resume off to an employer, make sure you run Spell Check. This can prevent you from having embarrassing and simple mistakes that you should have corrected.



## Saving Your Resume

The screenshot shows the Microsoft Word interface with the 'FILE' tab selected. A yellow callout labeled '1' points to the 'FILE' tab with the text 'Click on the File tab.' Below the ribbon, the 'Save As' menu is open, and a yellow callout labeled '2' points to the 'Save As' option with the text 'Click on Save As.' The 'Save As' dialog box is open, showing a file explorer view. A yellow callout labeled '3' points to the 'Computer' folder in the left pane with the text 'Click on'. A yellow callout labeled '4' points to the 'Example Resumes' folder in the right pane with the text 'Find a drive.' A yellow callout labeled '5' points to the file name 'bad\_resume\_example.docx' in the 'Name' field with the text 'Name the file.' A yellow callout labeled '6' points to the 'Save' button at the bottom right of the dialog box with the text 'Click'.

### Resume Writing Tips

- Start sentences with action words.
- Say it in as few words as possible.
- Don't repeat yourself – you should have new information in every section.
- “Spin” statements to paint yourself in the best light – without lying or exaggerating!
- Match your resume to the job description.
- Use **Save As** to create a new version of your resume using a different name.

### Sample Action Words

|            |              |
|------------|--------------|
| Managed    | Transported  |
| Arranged   | Demonstrated |
| Collected  | Acted        |
| Built      | Ensured      |
| Provided   | Planned      |
| Created    | Maintained   |
| Operated   | Monitored    |
| Oversaw    | Evaluated    |
| Identified | Produced     |
| United     | Compiled     |

### WHERE TO GET MORE HELP:

The Library: come to the desk and ask for help, or attend more classes!

- Job Search Basics
- Computer Basics Series

Online Resources

- LearningExpress Library & Career Cruising Databases
- [careeronestop.org](http://careeronestop.org)
- [gcflearnfree.org/career](http://gcflearnfree.org/career)
- [myskillsmyfuture.org](http://myskillsmyfuture.org)

Adapted, with permission, from [Denver Public Library's Computer Class](#) curriculum.