

**Using Word to  
Create a Resume**

## Table of Contents

Typing.....	2
Typing Master - <a href="http://www.typingmaster.com/index.asp?go=itutor_start">http://www.typingmaster.com/index.asp?go=itutor_start</a> .....	2
Using Word.....	4
Screen Layout.....	4
Formatting Text.....	5
Selecting Text.....	5
Using the Keyboard.....	5
Formats.....	6
Saving.....	6
Resume Review.....	7
Resume Types.....	7
Functional.....	7
Chronological.....	7
Sections.....	7
Contact Information.....	8
Objectives.....	8
Qualifications Summary.....	8
Education.....	8
Work Experience.....	8

# Typing

Before starting to use Word to create a resume, it is important to learn how to type. Remember, writing your own resume is very important. Getting the key points written and then having another person give you tips and pointers is fine, but it is very important to write your own resume.

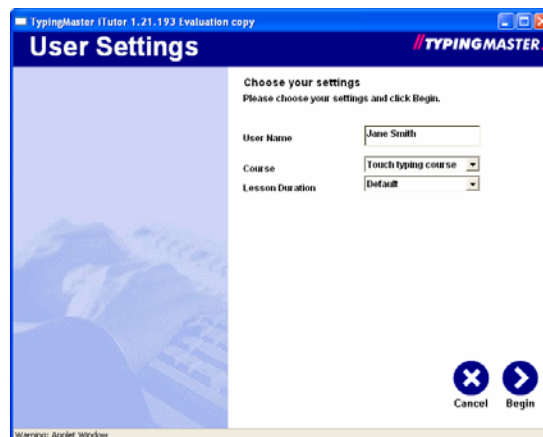
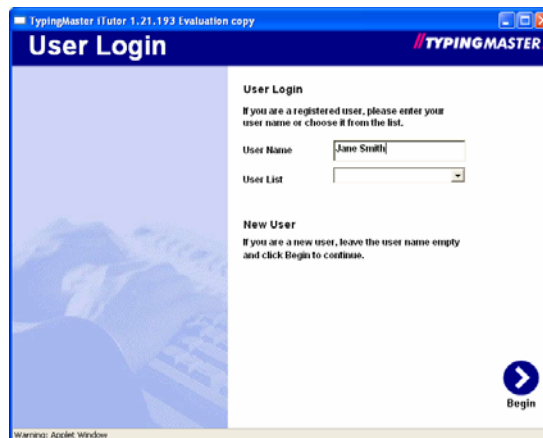
Now, with typing there are many methods of typing, traditional, touch typing, and hunt and peck are the two most common. Whatever is used, it is important to learn where the keys are on the keyboard.

The following resource will help in learning the keyboard. The focus is on the traditional typing, but even a hunt and peck person can benefit from learning the location of the keys on the keyboard.

## **Typing Master - [http://www.typingmaster.com/index.asp?go=itutor\\_start](http://www.typingmaster.com/index.asp?go=itutor_start)**

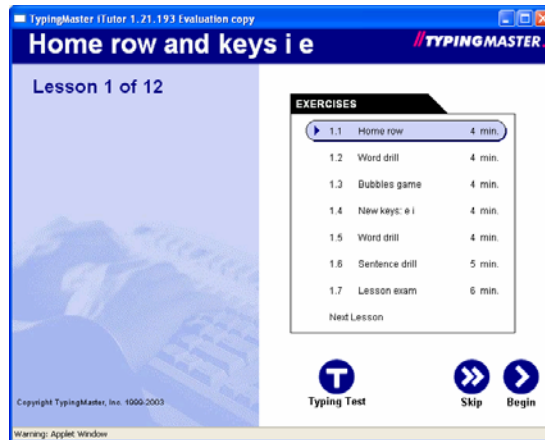
This tutorial comes in a variety of languages, including Spanish, French, German, Dutch and Finnish.

At the user login screen, if you are a new user, type in a user name in the box. If you are a returning user, select your name from the User List.

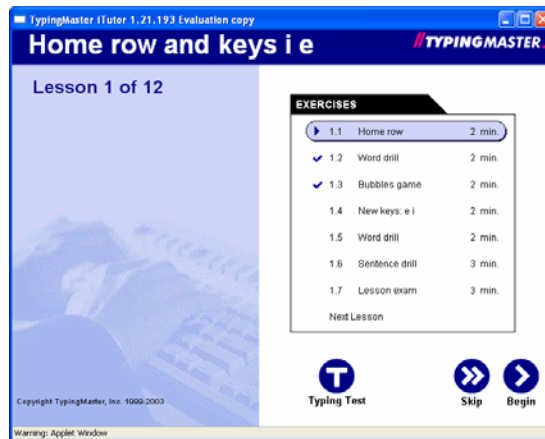


A new user will need to select the course and the lesson length. There are 12 lessons in this tutorial and it covers all the keys on the keyboard. The default time will be about 6.5 hours. If that's too long, there are options of 25 minutes, 35 minutes or 45 minutes lesson plans. Keep in mind, the shorter the lesson, the less practice received.

The following image shows the 25 minute tutorial. There are various drills, games and exams that cover the various keys. At the end of the tutorial, there is a comprehensive exam which covers all the keys that have been learnt.

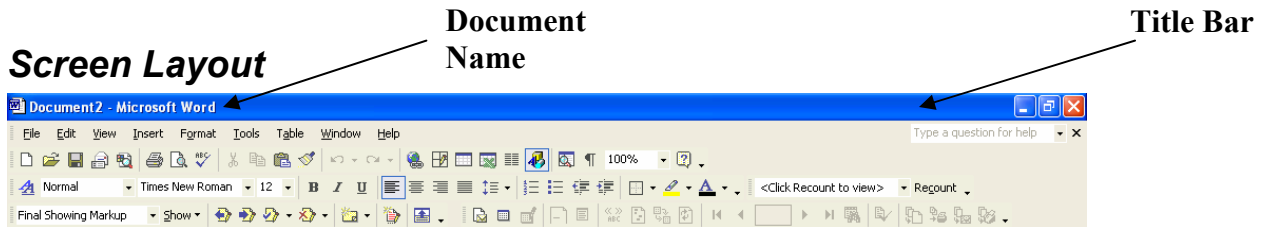


As lessons are completed, they are checked off. It is possible to leave and return to the lesson. Just remember to use the same computer.



# Using Word

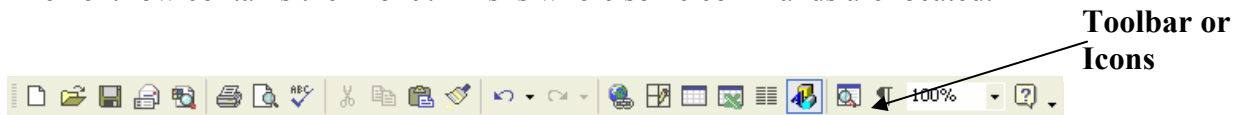
The basics of word are important to understand. This section focuses on the screen layout, or what you see in Word and the formatting options available for making a resume look a bit different than most. There are two resume templates that will be used in an exercise to practice the typing skills as well as the resume writing skills learned earlier.



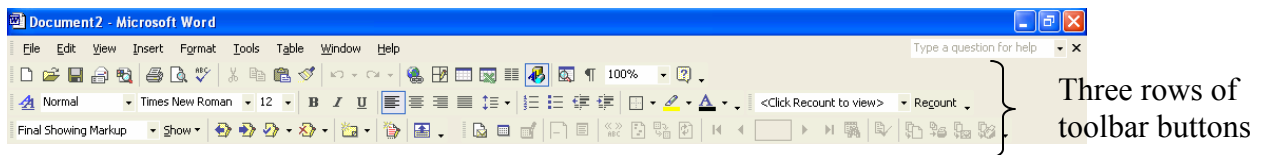
The very top is called the **Title Bar** and contains **Document Name**. Until the document is saved, it will be named Document 1, Document 2, etc.



The next row contains the **Menu**. This is where some commands are located.



Next are buttons called **Icons or the Toolbar** which is set up for each of the **Menu** commands. Hover over an icon to see what it does. The focus is on these icons or toolbar buttons. These are the easiest to use and most commonly used. These buttons often take up many rows.



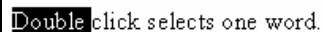
## Formatting Text

After typing your resume, you may wish to make certain words stick out or want to underline other words. Just keep in mind, that using even basic formatting can cause problems if a resume is scanned into a database. Often using bold is the safest way to go. Using bullets, numbering, tabs, spaces and indentation can also set off certain words. Use text formatting only if you know the resume will not be scanned.

## Selecting Text

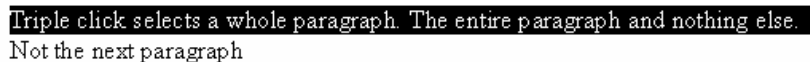
It is important to select the word(s) to be formatted before using any of the formatting options mentioned. The easiest way to select text is to click and hold the left mouse button and move the mouse over all the words to select. Some shortcuts are:

- Double click a word



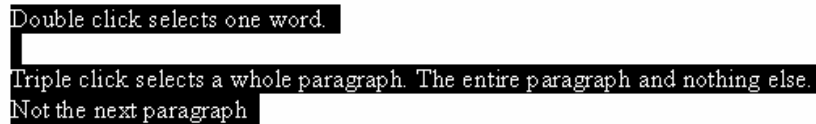
Double click selects one word.

- Triple click a word



Triple click selects a whole paragraph. The entire paragraph and nothing else.  
Not the next paragraph

- CTRL+A selects the entire document



Double click selects one word.  
Triple click selects a whole paragraph. The entire paragraph and nothing else.  
Not the next paragraph

## Using the Keyboard

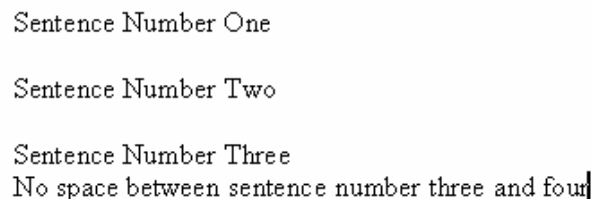
Often text can be set by using various keyboard strokes. Using the tab, enter and shift keys allow the text to be set apart.

**Tab Key** – used to indent any specific piece of text.



Using            the                    tab                    key

**Enter Key** – used to create a new line between two sentences.

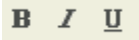


Sentence Number One  
Sentence Number Two  
Sentence Number Three  
No space between sentence number three and four

**Shift Key** – used to create capital letters when typing.

## Formats

Remember; select the text before applying **ANY** of these formats. Also, limit the use of italic and underlined if the resume may be scanned.



**bold** *italic* underlined



**Center** text on the page



Or **Left Justify** text



1. Put numbers
2. On different
3. Lines



- Or use bullets
- For different
- Lines



Indent a sentence or paragraph and set it off from the rest.

## Saving

There are really two ways to save a document: (1) Save document as is with same name; (2) Save document as is with a different name. So, which to choose? It depends and here are some tips:

- Making a minor change to the resume – SAVE
- Customizing the resume to meet the needs of a specific position – SAVE AS
- Correcting a spelling error on the resume – SAVE
- Creating a new resume based on another resume – SAVE AS

When else might you want to use Save or Save As?

## **Resume Review**

This section covers the two different types of resumes and the sections that should be included in the resume.

### ***Resume Types***

#### **Functional**

Summarizes professional “functions” or experience and avoids minimizing employment history because it focuses on what you have done rather than when and where. Reasons to use this format:

- Older worker – minimizes dates
- Career changer – minimizes number of jobs
- Recent graduate – minimizes lack of experience
- Returning employee – minimizes absence from workforce

#### **Chronological**

Traditional style resume lists professional experience chronologically, starting with the most recent and working backwards. Reasons to use this format:

- Professional experience in field of interest
- Recent college graduate
- Demonstrates measurable results
- Held impressive job titles
- Worked for big name employers

### ***Sections***

Each section should contain relevant information about you. Remember, you are “selling” your ability, skills and qualifications. Be clear and concise. Don’t get too fancy with the layout of your resume, it’s not important.

- Use 10-12 point font for all sections EXCEPT your name in the Contact Information, make that 14-16 point.
- Use a standard font: Helvetica, Times or Palatino.
- Use spacing, margins and emphasize points with uppercase, bold, italics and underlining.
- Choose a natural tone, white or off-white paper is the best.
- One page is strongly preferred.

## **Contact Information**

This section is critical and always placed at top. Keep in mind, the goal is to quickly and effectively communicate your name and contact information. Some tips for this section:

- Include your addresses (both current and permanent)
- Include phone, cell and email address that is checked regularly

## **Objectives**

Keep this section short and to the point. The objective gives an employer a general idea about what you are looking for in a position. Always state the type of position and anything specific about that position.

## **Qualifications Summary**

This is your opportunity to highlight any special skills you bring to the position. Remember, this is at the top of the resume so make it short and to the point.

## **Education**

If your education experience is more important than work experience, make this first, otherwise, switch it with your work experience. Remember; always put the school and year graduated for each entry and put the information in reverse chronological order.

## **Work Experience**

When an employer is looking at your resume, keep in mind that they are seeing your past performance, which is the best indicator of future performance. Keep this in mind when writing this section. Tips for writing this section:

- Use the present tense for current work and past tense for all other work.
- Bold or capitalize either the organization or job title.
- Accomplishment statements should demonstrate your skills and the end-results.
- Quantify your results with numbers or percentages whenever possible.