



# Resume Workshop

## Using the Resume Wizard

Microsoft Word includes a tool called the Resume Wizard, which walks you through the steps of creating a resume using one of Microsoft Word's special resume templates. Templates are preset page designs formatted for specific purposes. Follow these steps to access the Resume Wizard:

1. Choose "New..." from the File menu.

2. Choose "General Templates..." from the New Document menu on the right-hand side of the screen.

3. Click on the "Other Documents" tab in the Templates dialogue box.

4. Click on the Resume Wizard icon.

5. Select "Document."

6. Click "OK."

Once you have opened the Resume Wizard, this is what you will see:



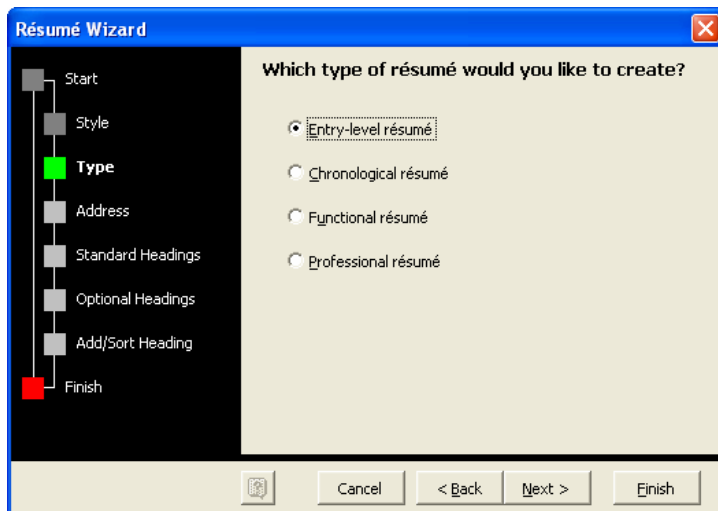
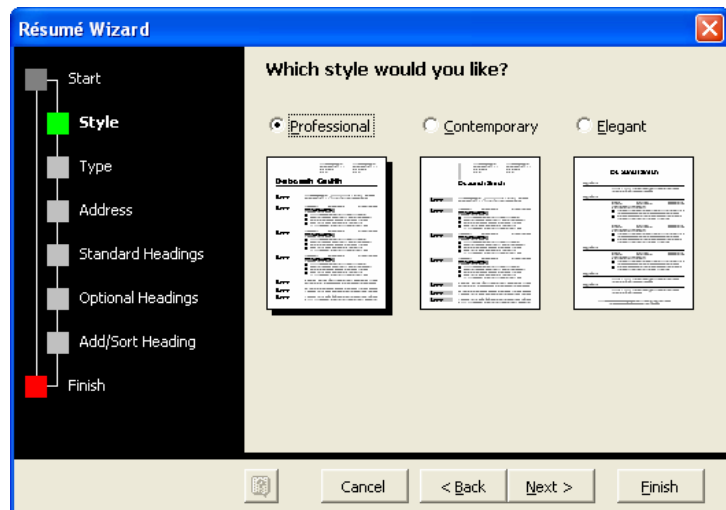
The first screen of the Resume Wizard shows you what options you will have while creating your resume.

Use the "Next" button to proceed to the next step in the process.

The "Cancel" button will close the Resume Wizard.

The Resume Wizard offers three different styles of resume to choose from. The style determines how your resume will be formatted and how your information will be displayed on the page.

Use the previews to select the style you want.



Choose the type of resume you want to create:

- **Entry-level**, which is geared toward applying for an entry-level position.
- **Chronological**, in which experience is organized with the most recent first (the most common format).
- **Functional**, which highlights skills and emphasizes the things you've accomplished.
- **Professional**, which focuses on professional qualifications and activities.

## Continuing the Resume Wizard...

**Résumé Wizard**

What is your name and mailing address?

Name: Robert J. Smith

Address: 554 Bluebird Ave.  
Middleton, WI 53562

Phone: 608-831-0001

Fax:

Email: rjsmith@charter.net

Cancel < Back Next > Finish

Type your name and contact information into the correct boxes. The Resume Wizard will format this information into the style you've chosen to use.

You do not need to enter a fax number or an e-mail address if you do not have one or do not wish to use one.

The Resume Wizard will choose the headings usually used with the type of resume you've chosen (entry-level, chronological, functional, or professional).

You can decide not to use those or to add others by unchecking or checking the boxes next to each heading name.

**Résumé Wizard**

The résumé style you've chosen usually includes these headings. Select check boxes for headings you want.

- Objective
- Summary of qualifications
- Work experience
- Education
- Extracurricular activities
- Accreditations
- Professional memberships
- Community activities
- References

Cancel < Back Next > Finish

Choose to add other headings that the Resume Wizard lists as sometimes being included in the type of resume you've chosen.

You can choose all or none or just some of these headings. You will have a chance to remove any you don't want in the next step.

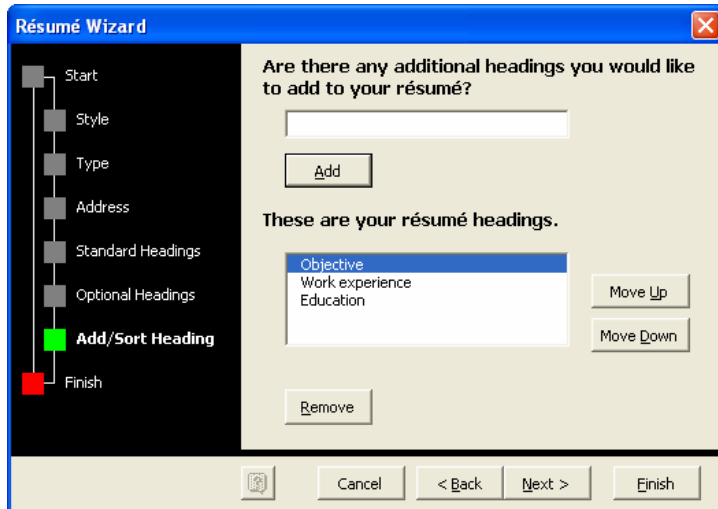
**Résumé Wizard**

These headings are sometimes included in this type of résumé. Select check boxes for headings you want.

- Interests and activities
- Volunteer experience
- Patents and publications
- Languages
- Security clearance
- Civil service grades
- Awards received
- Hobbies

Cancel < Back Next > Finish

Continuing the Resume Wizard...

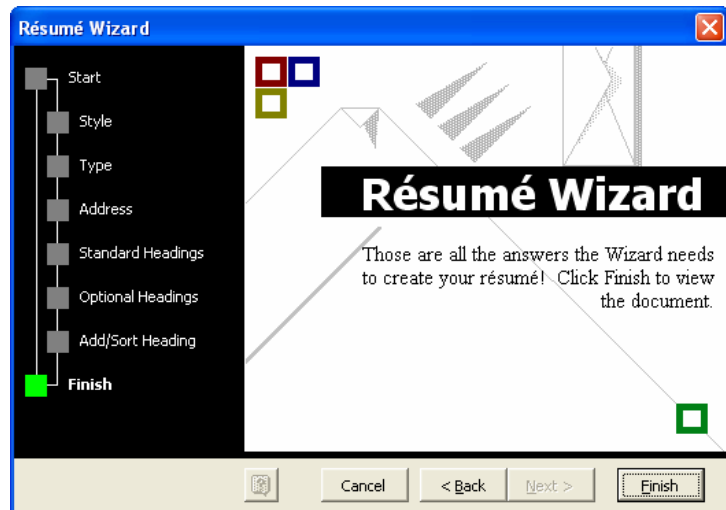


Add any other headings you might want to your resume by typing them into the box and clicking the "Add" button.

From the list of headings you've selected, you can choose the order in which the headings will actually appear on your resume by clicking on each one you want to move and then clicking on the "Move Up" or "Move Down" buttons.

Once you've made all of your selections and have gotten your headings arranged the way you want them, all you have to do is click on the "Finish" button to close the Resume Wizard and begin working on your document.

If you want to change any of your selections, click on the "Back" button.



## Editing Your Resume

|                        |   |  |
|------------------------|---|--|
|                        | 554 Bluebird Ave.<br>Middleton, WI 53562                        | Phone 608-831-0001<br>E-mail rjsmith@charter.net |
| <b>Robert J. Smith</b> |   |  |
| <b>Objective</b>       | [ Type Objective Here ]   |  |
| <b>Work experience</b> | [ Dates Attended ] [ Company/Institution Name ] [ City, State ] | <b>[ Job Title ]</b>                             |
|                        | ▪ [ Details of position, award, or achievement. ]               |  |
| <b>Education</b>       | [ Dates Attended ] [ Company/Institution Name ] [ City, State ] | <b>[ Degree/Major ]</b>                          |
|                        | ▪ [ Details of position, award, or achievement. ]               |  |

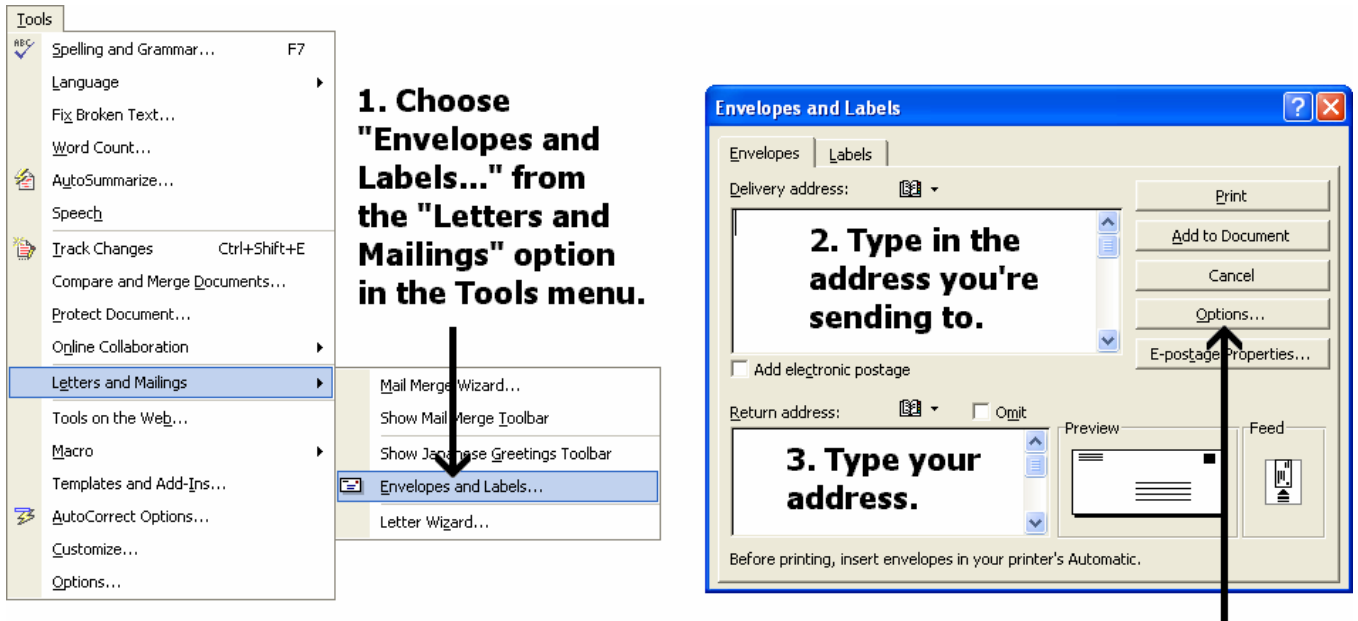
To begin editing the document, click on a section in brackets, such as [ Job Title ], and type in your information.

Continue to complete your resume by clicking on each bracketed section and filling in the requested information.

# Making Typed Envelopes

Resumes, cover letters, thank you letters, and other communication you may send during your job search look much more professional if you send them in a typed envelope. You can use your printer and a word processing program to do this.

To create an envelope using Microsoft word, follow these steps:



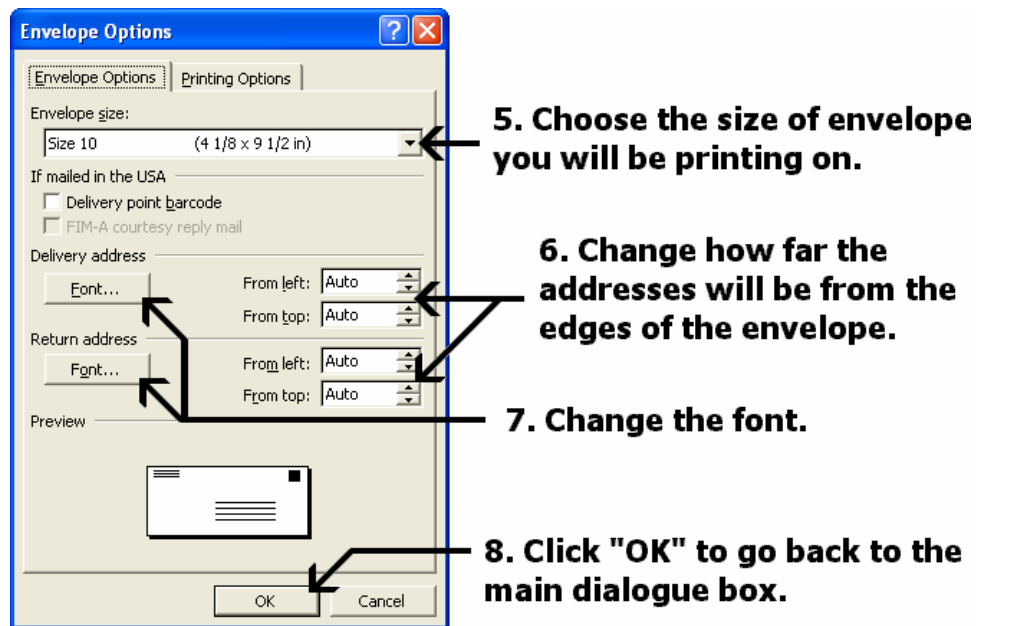
**1. Choose "Envelopes and Labels..." from the "Letters and Mailings" option in the Tools menu.**

**2. Type in the address you're sending to.**

**3. Type your address.**

**4. Click on "Options..." to change other settings.**

Once you've made all of your selections, you can place a blank envelope in your printer and click on the "Print" button in the main "Envelopes and Labels" dialogue box.



**5. Choose the size of envelope you will be printing on.**

**6. Change how far the addresses will be from the edges of the envelope.**

**7. Change the font.**

**8. Click "OK" to go back to the main dialogue box.**

## Creating Scannable Resumes

Many companies, when they receive your resume, will use a computer and scanner to place an electronic copy of your resume in a database. The database can then be searched for resumes with certain words in them. To make sure your resume will be scanned and retrieved correctly, here are some tips:

- Use common, clear fonts with characters that do not ever touch each other. Times New Roman, Arial, and Helvetica are good choices.
- Keep the majority of your text at a font size between 10 and 14 points.
- Use "straight" quotes (perfectly vertical lines) and round, solid bullet points.
- Avoid shading, columns, and other fancy formatting techniques.
- Print your resume using black ink on plain white paper and mail it flat.

## Formatting for Online Posting & E-mail Submission

If you are planning to copy and paste your resume into an online application form or into an e-mail message to send to your potential employer, you will need to convert the original document created using Microsoft Word into a format that can be read on all computers. This format is called plain text, text only, or ASCII (American Standard Code for Information Interchange).

To convert your document into this format, follow these steps:

1. Open your saved resume in Microsoft Word and prepare it for conversion.
  - Select all text and change it to Courier New 12 point font.
  - Select "Page Setup..." from the File menu and change the left margin to 1 inch and the right margin to 3 inches.
2. Save the Word document by choosing "Save As..." from the File menu and selecting "Plain Text" from the dropdown menu for "Save As Type."
3. Word will warn you that you will lose formatting if you save your document as a text only file. In the dialogue box that opens, check the box for "Insert line breaks." Don't change anything else, then click on "Save."
4. Open the new, text only document by choosing "Open..." from the File menu. Click "Yes" if Word asks for confirmation.
5. Edit your converted document to account for the loss of fancy formatting.
  - Replace bullet points with asterisks, hyphens, plus signs, greater than signs, or other symbols found on the keyboard.
  - Add horizontal lines by using rows of hyphens or equal signs.
  - Remove any symbols that didn't convert correctly, like accent marks and special characters.
  - Use all CAPS to emphasize words (in place of bold or underline).
  - Remove all Tabs. Use the space bar to indent lines, not the Tab key.
  - Delete any references to multiple pages, such as "page 2" or "continued."

## Resume Resources Online

### **JobStar's Resumes and Cover Letters**

<http://jobsmart.org/tools/resume>

Provides many sample resumes and cover letters. Includes information about how to write resumes and cover letters, as well as what type of resume is the best match for your experience and career goals.

### **The Riley Guide's Resumes and Cover Letters**

<http://www.rileyguide.com/letters.html>

Advice on writing effective resumes, CVs, and cover letters, as well as how to obtain and present references and recommendations. Also contains information about preparing your resume for online posting or e-mail submission.



### **ResumeTutor!**

<http://www1.umn.edu/ohr/ecep/resume>

The University of Minnesota's interactive workbook that teaches you how to write a resume. It can be customized according to your experience and career interests.

### **Monster Resume Center**

<http://resume.monster.com>

One of the biggest online job search Web site's section on resumes. Contains many resources covering what components to include in a resume, dos and don'ts, how to deal with common dilemmas (switching fields, applying internationally, gaps in work history), and sample resumes and cover letters. Also has a resume help message board where you can ask questions and get advice from others.

### **The Headhunter's "Put a Free Sample in Your Resume"**

<http://www.asktheheadhunter.com/hafreesample.htm>

An online article discussing the benefits and how-to of including a sample of your work with your resume.

Also check out the job-related links on the library's Web site by choosing "Career" from the list of Reference Links on the left-hand side of the homepage at [midlibrary.org](http://midlibrary.org).

## Print Resume Resources at the Library

The library has many books about how to write and format resumes and cover letters, as well as books on choosing the right career, getting the necessary education, taking required exams, and interviewing for the position. The library also has books on using Microsoft Word and other word processing programs. Ask a librarian to show you where these books are!