



## Using Word 2003 to create Résumés

Word has **Résumé Templates** that provide you with a framework to create a résumé.

The templates are actually **Tables** that help with layout; the table's borders are turned off so you don't see lines around the Columns and Rows.


The templates also use **Tab Stops** to create consistent spacing throughout the résumé (note how the **cities** are aligned to begin in the same place for each job entry in the example below).

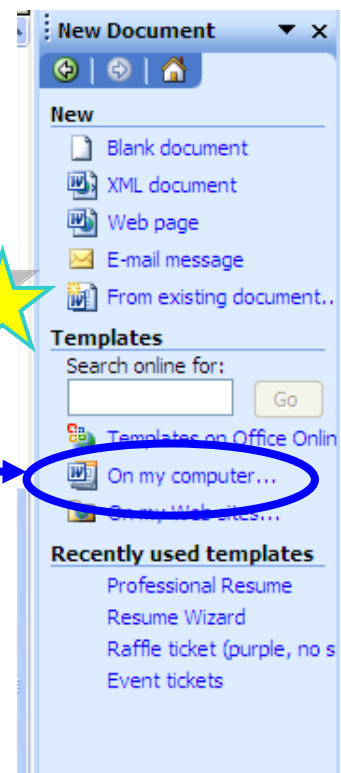
<b>Mary Doe</b>		
<i>225 N Oneida St, Appleton WI, 54911 • 920-555-5555 • myemail@email.com</i>		
<b>Job Title</b>	<b>Appleton, WI</b>	<b>March 2002-current</b>
<i>Place of Employment</i>		
<ul style="list-style-type: none"> <li>▪ First Task <ul style="list-style-type: none"> <li>- Detail</li> <li>- Detail</li> </ul> </li> <li>▪ Second Task...</li> </ul>		
<b>Previous Job Title</b>	<b>Chicago, IL</b>	<b>1998-2002</b>
<i>Place of Employment</i>		
<ul style="list-style-type: none"> <li>▪ First Task</li> <li>▪ Second Task <ul style="list-style-type: none"> <li>- Detail</li> <li>- Detail...</li> </ul> </li> </ul>		

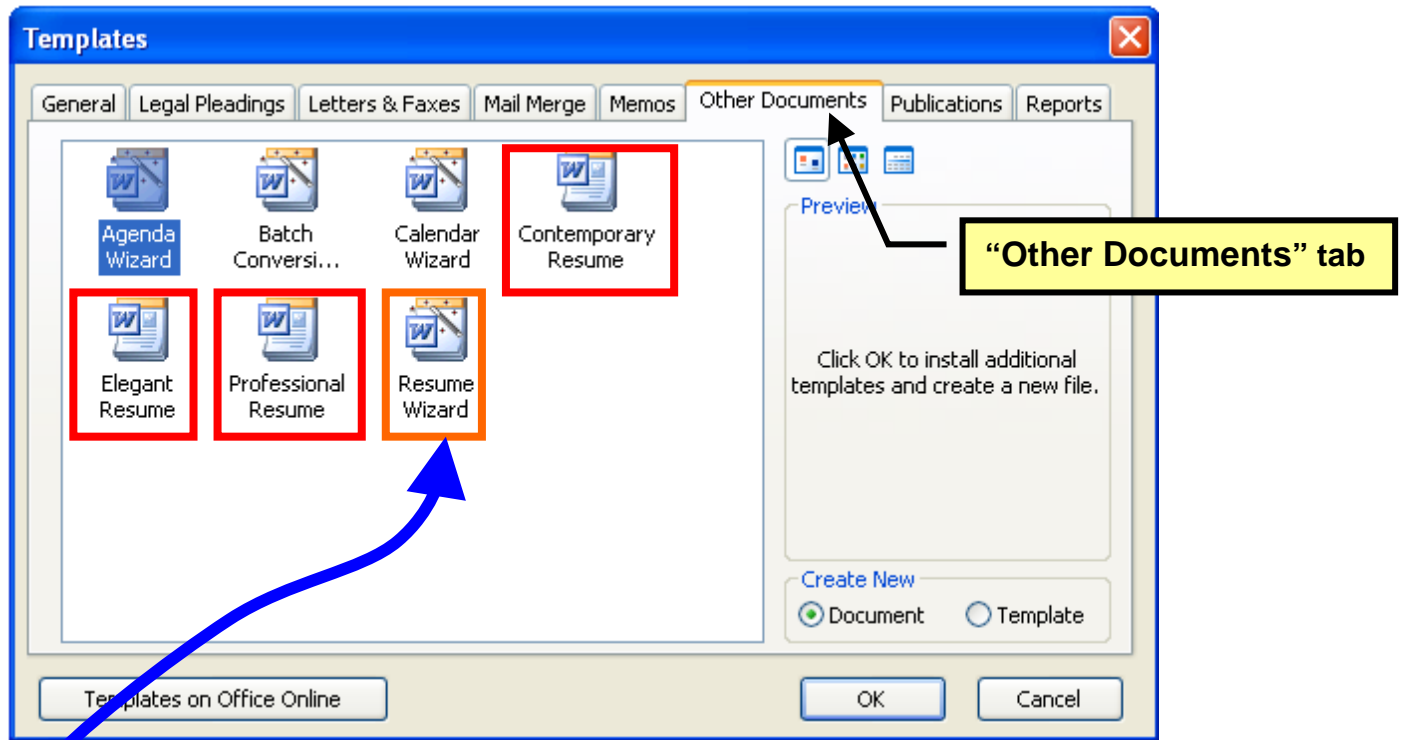
If you learn to use **Tab Stops**, you can create a résumé from scratch without using the Templates.

You can also create a résumé from scratch by creating your own **Table**, Merging and Splitting cells as needed, and turning off the borders.

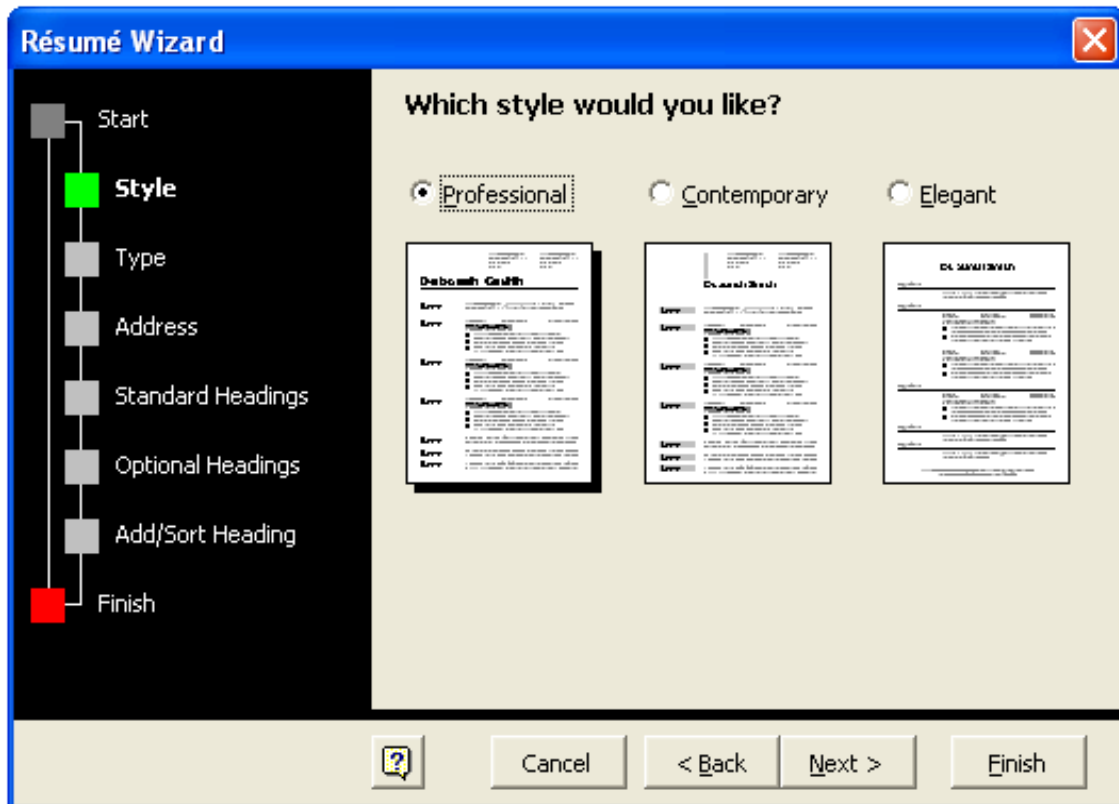
## Finding Résumé Templates:

1. Open the Word program
2. In the menu bar at the top-left, click on **File** and then **New**
3. A side panel will open (or change if already open) on the right.
4. In the **Template**  area (the second category in the sidebar) choose **"On my computer..."** This means you want to open a Template that is currently saved on your computer. (It is saved on your computer b/c the template is a built-in part that comes with the Word program.)
5. A Templates box will pop up (see next page)

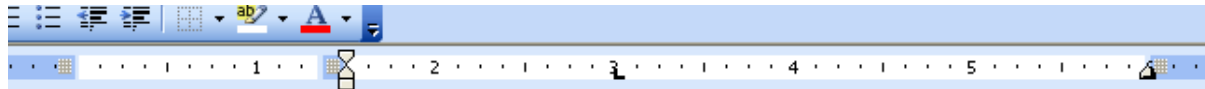




6. Select the “Other Documents” tab, as indicated above.
7. Choosing a Résumé
  - a. **Résumé Wizard** will walk you through several steps (see below) **OR**



- b. **Contemporary, Elegant, and Professional Résumé** are three different styles for how the résumé will look (*see Templates: Other Documents Tab image*)
- i. Once you choose one, a pre-populated résumé will appear
  - ii. You need to replace the content with your information (*see below for an example of Professional*)
  - iii. You will need to copy and paste portions to ensure you have enough of each category for your résumé to be complete.



[Click here and type address] [Put Phone, Fax and E-mail here]

# Max Benson

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<b>Objective</b>	[Click <b>here</b> and type objective]		
<b>Experience</b>	1990–1994	Arbor Shoe	South Ridge, SC
	<b>National Sales Manager</b>		
	<ul style="list-style-type: none"> <li>▪ Increased sales from \$50 million to \$100 million.</li> <li>▪ Doubled sales per representative from \$5 million to \$10 million.</li> <li>▪ Suggested new products that increased earnings by 23%.</li> </ul>		
	1985–1990	Ferguson and Bardwell	South Ridge, SC
	<b>District Sales Manager</b>		
	<ul style="list-style-type: none"> <li>▪ Increased regional sales from \$25 million to \$350 million.</li> <li>▪ Managed 250 sales representatives in 10 Western states.</li> <li>▪ Implemented training course for new recruits — speeding profitability.</li> </ul>		
	1980–1984	Duffy Vineyards	South Ridge, SC
	<b>Senior Sales Representative</b>		
	<ul style="list-style-type: none"> <li>▪ Expanded sales team from 50 to 100 representatives.</li> <li>▪ Tripled division revenues for each sales associate.</li> <li>▪ Expanded sales to include mass-market accounts.</li> </ul>		
	1975–1980	Lit Ware, Inc.	South Ridge, SC
	<b>Sales Representative</b>		
	<ul style="list-style-type: none"> <li>▪ Expanded territorial sales by 400%.</li> <li>▪ Received company's highest sales award four years in a row.</li> <li>▪ Developed Excellence in Sales training course.</li> </ul>		
<b>Education</b>	1971–1975	South Ridge State University	South Ridge, SC
	<ul style="list-style-type: none"> <li>▪ B.A., Business Administration and Computer Science.</li> <li>▪ Graduated <i>summa cum laude</i>.</li> </ul>		
<b>Interests</b>	SR Board of Directors, running, gardening, carpentry, computers.		
<b>Tips</b>	Select the text you would like to replace, and type your information.		

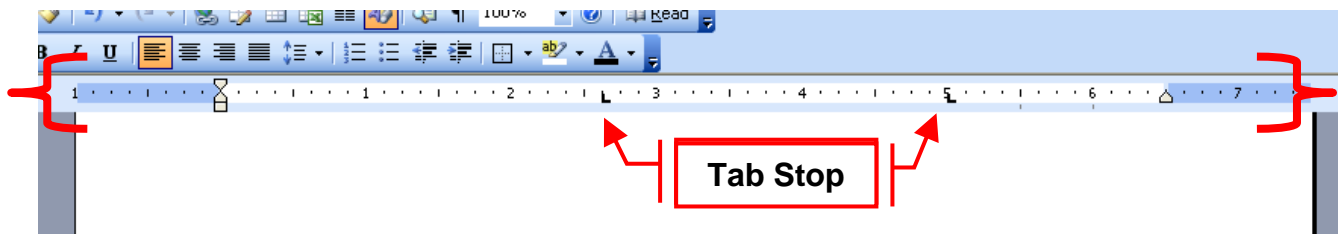
□

# Using Tab Stops

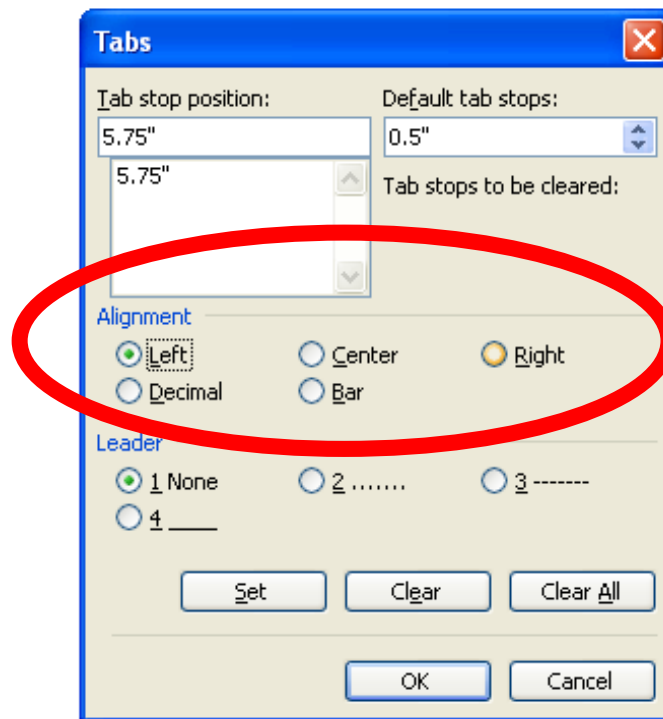
If you want to create your own résumé without a template, you can use Tab Stops to create alignment of elements.

When Tab Stops are set, they tell Word that if you hit the “Tab” button on the keyboard, the cursor should jump to the position where the first Tab Stop was set. If you hit Tab again, it will jump to the next position you set. Setting Tab Stops is different from just hitting the Tab key, which will usually jump ahead ½ inch from where you were last typing. Tab Stops are marking a specific place the cursor should stop at when you use the Tab button on the keyboard.

1. Click in the **Horizontal Ruler** and a Tab Stop quickly will be created
  - a. If the Horizontal Ruler is not there, click on **View** in the menu and then **Ruler**
  - b. See picture below to see the { Horizontal Ruler } with 2 Tab Stops set



2. If you **double-click on the Tab Stop**, a popup (see below) will allow you to change the **alignment**. (In the résumé example previously, the Tab Stop for the dates has a Right Alignment so the dates align along the right edge of the paper’s margin.) The Tab Stop above looks like a little “L” in the Horizontal Ruler.



<b>Left Tab</b>		The <i>Left</i> tab is similar to the typewriter tab. Text will begin at the tab position and continue to the right of the tab.
<b>Right Tab</b>		With the <i>Right</i> tab, text will end at the tab and flow to the left.
<b>Center Tab</b>		The <i>Center</i> tab works similar to centering a line of text but instead of centering between margins, text is centered at the tab location.
<b>Decimal Tab</b>		The <i>Decimal</i> tab is used to line up numbers and text with a period. This is useful for a group of numbers or a list of instructions.
<b>Bar Tab</b>		The <i>Bar</i> tab is used to add a vertical line at that position. This could be used when you want to set off some text.

## Using Tables

If you want to create your own résumé without a template, you can create your own Table

1. Insert your table

