

Resume Tips

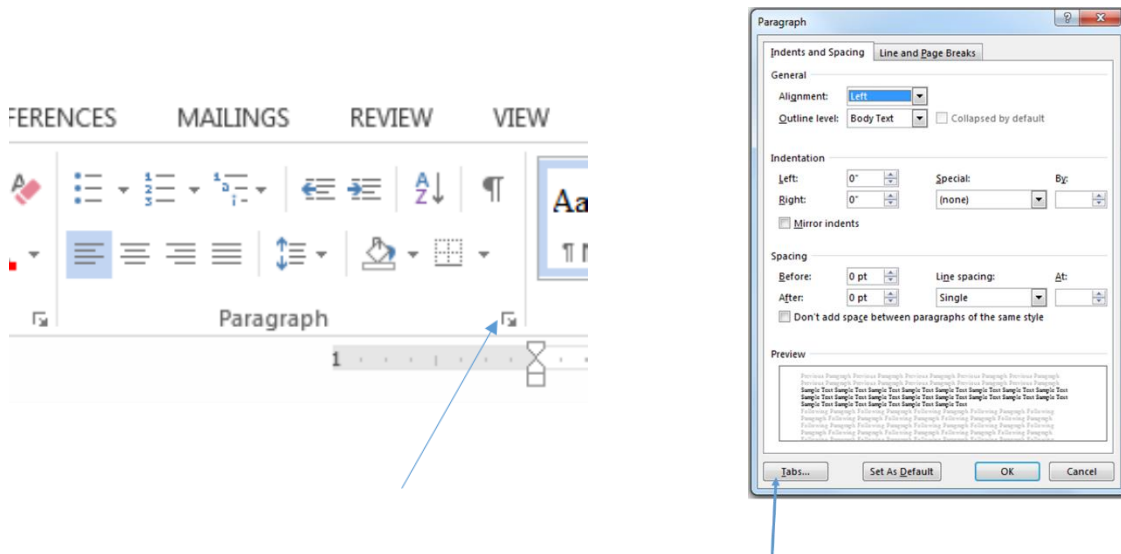
1. HOW TO USE THE TAB KEY INSTEAD OF THE SPACEBAR

Use the **TAB** key instead of the SPACE-BAR to indent information from the left margin. If you want to **ALIGN** certain elements on the right margin while the rest of the line maintains left alignment, set a right tab marker.

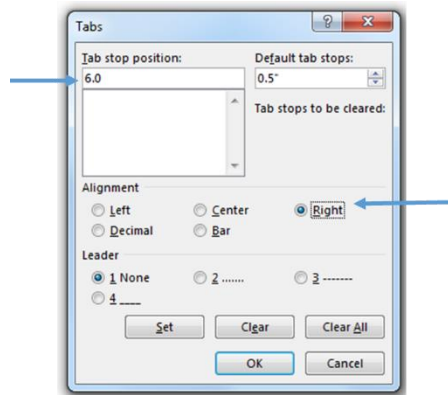
- a. Look at the ruler at the top of the page and note where the right margin is (often 6.0)



- b. Click the arrow to expand the PARAGRAPH menu on the HOME toolbar and select TABS



- c. In the box that reads "Tab Stop Position", type in the right margin (6.0)

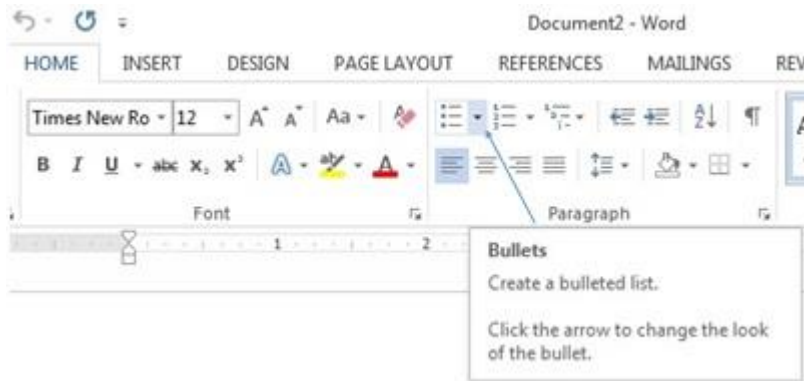


- d. Under Alignment, click **RIGHT**, then **SET**, then **OK**
- e. Position your cursor to the left of the information you want aligned to the right and click **TAB** once.

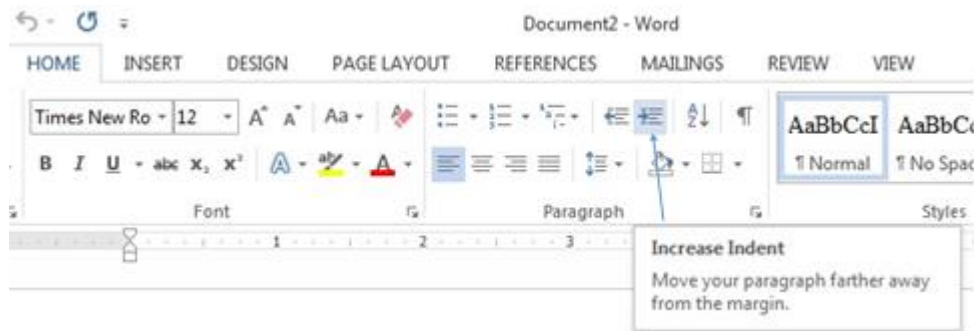
Work Experience
Dunkin Donuts, New York, NY June 2011-Present

2. HOW TO USE BULLETS

- a. Position cursor where bullets will start, click the arrow next to bullets icon in the PARAGRAPH menu on the HOME tab and select a bullet option



- b. Use the INCREASE or DECREASE INDENT icon in the PARAGRAPH menu of the HOME tab to move your bullets left or right



3. USE FORMAT PAINTER TO ENSURE ALL SECTIONS MATCH

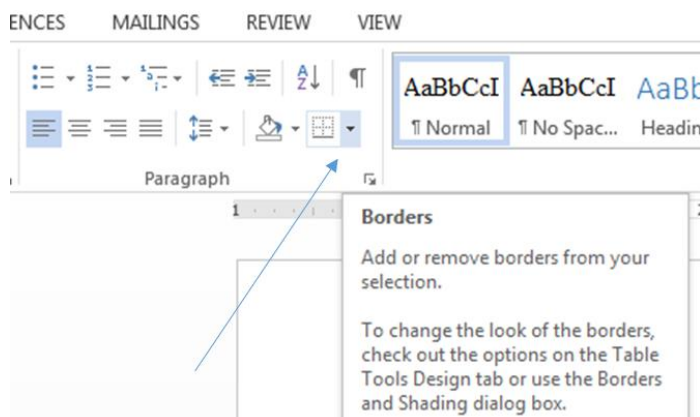
- a. Highlight the area you want to copy
- b. Click on FORMAT PAINTER (on the HOME tab in the CLIPBOARD menu; looks like a paint brush)



- c. Highlight the area that is not yet as you want it—it will mirror the format of the first area

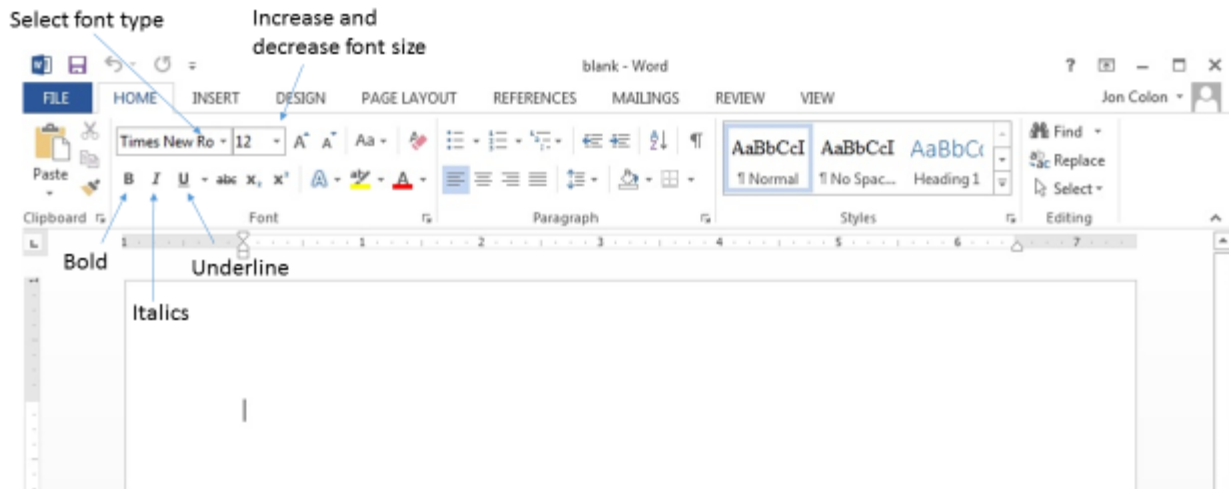
4. IF YOU WANT TO ADD HORIZONTAL LINES TO YOUR RESUME TO DIVIDE SECTIONS

- a. You can use the BORDER icon in the HOME tool bar in the PARAGRAPH menu.
- b. Click on the arrow that appears next to it to see your options—you can select a line on top, below, completely around, or any combination between

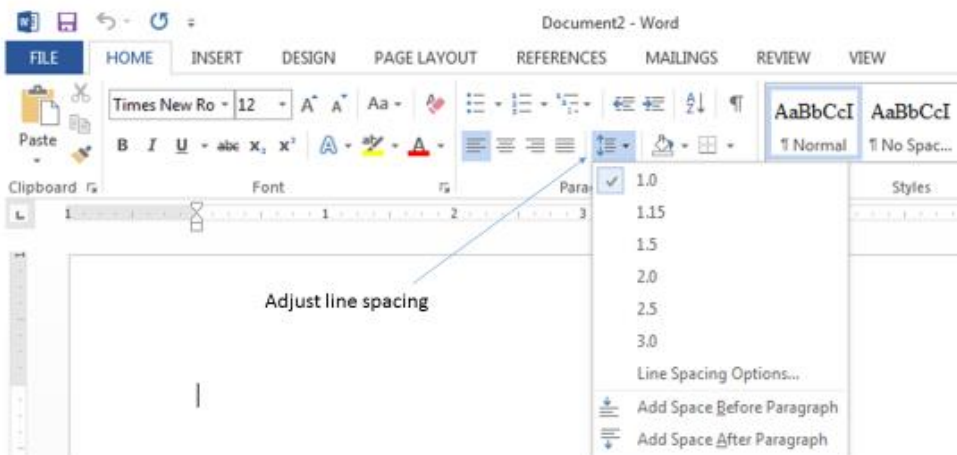


5. HOW TO BOLD, ITALASIZE, UNDERLINE AND CHANGE FONT TYPE/SIZES

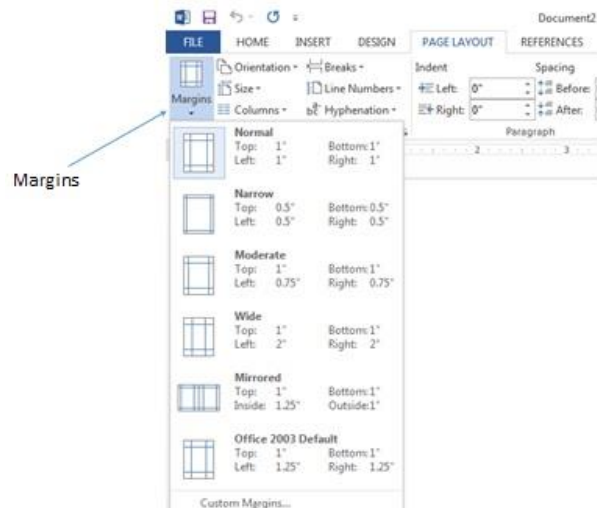
- a. On the HOME tab in the paragraph section select the option that applies



6. HOW TO ADJUST LINE SPACING

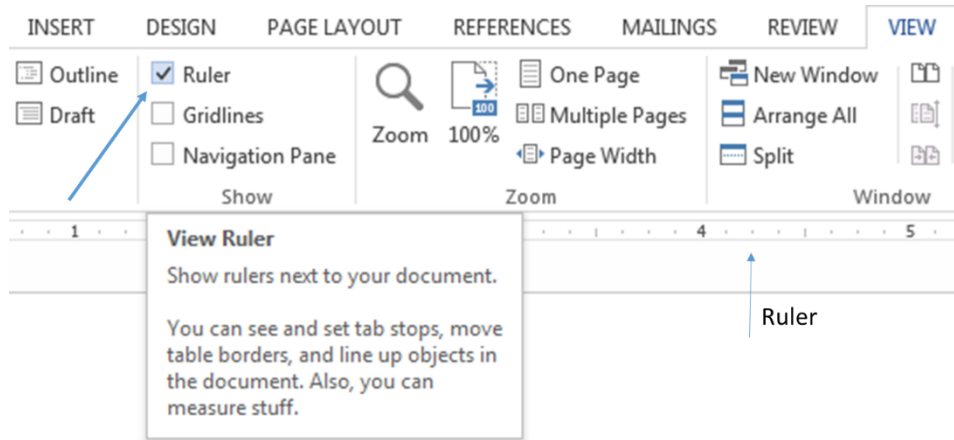


7. HOW TO ADJUST MARGINS



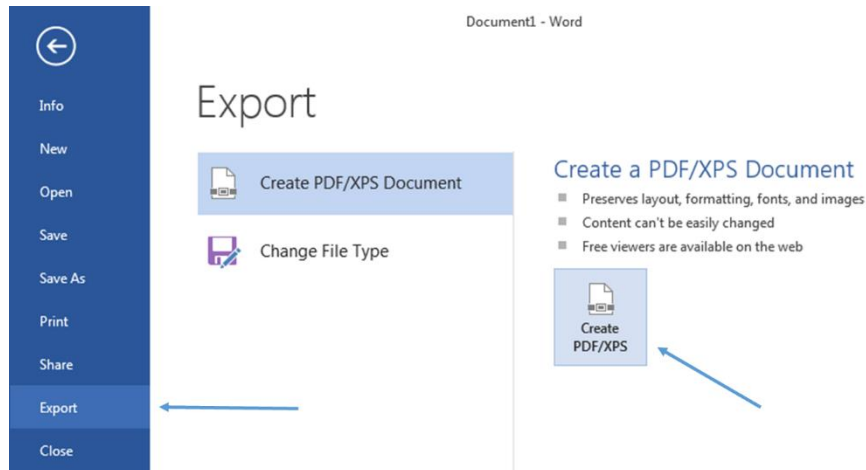
8. TURNING ON THE RULER

- a. On the “View” tab check the box next to “Ruler”



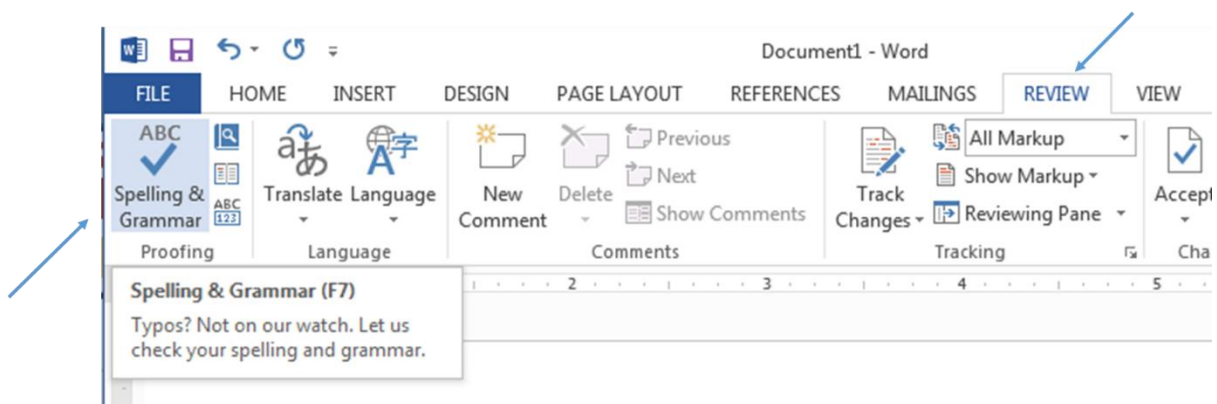
9. SAVE TO PDF

- a. Click File > Export > Create PDF/XPS



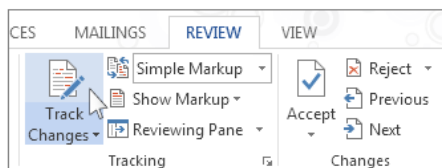
10. SPELL CHECK

- a. Click “Review” tab > “Spelling & Grammar”

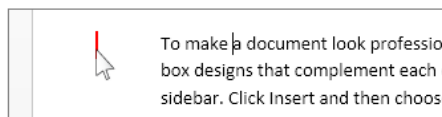


11. HOW TO USE TRACK CHANGES (SEE VIDEO FOR MORE DETAIL)

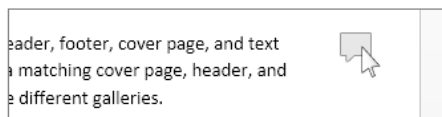
Click **Review** > **Track Changes**.



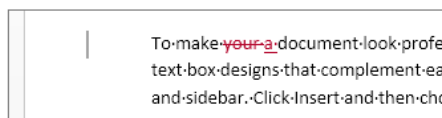
Now Word's in Simple Markup view. Word marks up any changes that anyone makes to the document and shows you where the changes are by displaying a line near the margin.



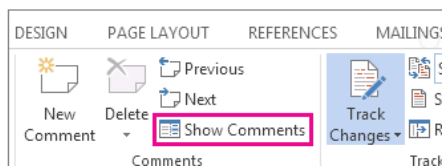
Word shows a little balloon where someone's made a comment. To see a comment, click the comment balloon.



To see the changes, click the line near the margin. That switches Word into All Markup view.



If you'd rather see all the comments, but not all the changes, click **Show Comments**.



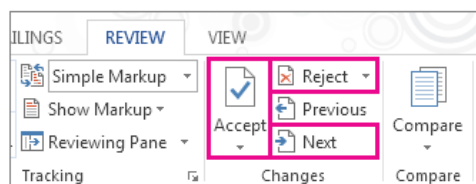
Turn off Track Changes

To turn off Track Changes, click the **Track Changes** button. Word stops marking up new changes—but all of the changes that were already tracked stay marked up in the document until you remove them.

Remove tracked changes

IMPORTANT The only way to get tracked changes out of a document is to accept or reject them. Choosing **No Markup** in the **Display for Review** box helps you see what the final document will look like—but it only hides tracked changes temporarily. The changes are not deleted, and they'll show up again the next time anyone opens the document. To delete the tracked changes permanently, accept or reject them.

Click **Review** > **Next** > **Accept or Reject**.



Word **accepts the change** or removes it and then moves to the next change.

To delete a comment, select it and click **Review** > **Delete**. To delete all comments, click **Delete** > **Delete All Comments in Document**.

TIP Before you share the final version of your document, it's a good idea to run Document Inspector. This tool checks for tracked changes and comments, hidden text, personal names in properties, and other information you might not want to share widely. To run Document Inspector, click **File** > **Info** > **Check for Issues** > **Inspect Document**.

EXAMPLE #1

EDUCATION

University of Richmond (UR), Richmond, VA, May 2013

Bachelor of Arts in Psychology, Minor in Business Administration, GPA: 3.2

- Study Abroad: University of Seville, Spain, June 2011
- Phi Eta Sigma Honor Society, Fall 2011- Present
- Dean's List, Spring 2010- Present

EXPERIENCE

Westhampton College Residence Life, UR, Richmond, VA

Resident Assistant, September 2010-April 2013

- Provided educational resources and recreational programs to community of 25-35 incoming freshmen
- Mediated roommate conflicts by meeting residents involved and providing advice and resources on how to resolve conflict; promoted an atmosphere of openness and acceptance by initiating floor/campus wide programs
- Enforced campus policies and procedures by documenting incidents when necessary and/or communicating with state/campus officers as needed

EXAMPLE #2

EDUCATION:

University of Richmond (UR), Richmond, VA

Bachelor of Arts in Psychology, May 2013

- Minor: **Business Administration**
- Phi Eta Sigma Honor Society: Fall 2011- Present
- Dean's List: Spring 2010- Present

EXPERIENCE:

Resident Assistant

September 2010-April 2013

Westhampton College Residence Life, UR, Richmond, VA

- Provided educational resources and recreational programs to community of 25-35 incoming freshmen
- Mediated roommate conflicts by meeting residents involved and providing advice and resources on how to resolve conflict; promoted an atmosphere of openness and acceptance by initiating floor/campus wide programs
- Enforced campus policies and procedures by documenting incidents when necessary and/or communicating with state/campus officers as needed

EXAMPLE #3

EDUCATION

University of Richmond (UR), Richmond, VA

Bachelor of Arts: Psychology; Minor: Business Administration

May 2013

GPA: 3.2

- Phi Eta Sigma Honor Society- Fall 2011- Present
- Dean's List- Spring 2010- Present

EXPERIENCE

Resident Assistant, *Westhampton College Residence Life, UR, Richmond, VA*

September 2010-April 2013

- Provided educational resources and recreational programs to community of 25-35 incoming freshmen
- Mediated roommate conflicts by meeting residents involved and providing advice and resources on how to resolve conflict; promoted an atmosphere of openness and acceptance by initiating floor/campus wide programs
- Enforced campus policies and procedures by documenting incidents when necessary and/or communicating with state/campus officers as needed