

Resume Directions

MS Word

Log Cabin Schoolhouse

- 1) Start with blank page.
- 2) Set the margins to narrow - Layout tab.
- 3) Modify Normal font by going to Home and clicking on "Normal" font.
 - a. Alter to Verdana and 10pt.
- 4) Add contact information:
 - a. Insert 2x1 Table.
 - i. Layout, Cell Margins, Cell margins set to "0" – lines table margins up with page margins.

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- b. FULL NAME in left cell
 - i. Font 30 or so
 - c. Phone, email (no link – control or command 'z'), address in right cell.
 - i. Highlight all and align right by "Layout" "alignment."
 - ii. Align NAME by highlighting it and aligning bottom left.
 - d. Eliminate the table border.
 - i. Highlight table.
 - ii. Table design tab
 - iii. No border
- 5) Type "SKILLS" and enter twice.
- 6) Type "EXPERIENCE" and enter twice.
- 7) Type "EDUCATION" and enter once.
- 8) Highlight "SKILLS" and go to "Line Spacing Options."
 - a. Spacing: Before = 12pt, After = 12pt
 - b. Home, Border, give it a bottom border.
 - c. Home, Font = 18-20 or so
- 9) Highlight "SKILLS"
 - a. Format painter and paint EXPERIENCE AND EDUCATION
- 10) Cursor under Skills,
 - a. Insert, table, 3x1.
 - b. Layout, Cell Margins
 - i. Left and right margins to "0"
 - ii. Click bullet point from Home menu.
 1. List all your skills.
 2. See Resume Tips document for great ideas for great resumes!
 3. Highlight entire table, Click Table Design, Borders, no borders.
- 11) Cursor under EXPERIENCE,
 - a. Type MM/YYYY – Present

- b. Put cursor after Present, then click 2 on the ruler. This will move the next typing under the 2.
 - c. Type **Your Job Title** (in bold), Company Name – City, ST
 - d. Bulletize experience from this job.
 - e. Hit enter a few times.
 - f. Copy and paste first experience and edit two other jobs.
- 12) Cursor under EDUCATION
- a. Graduated MM/YYYY
 - b. Click the 2 again to move the cursor to 2 inches in.
 - c. Type **“Degree or Certificate”** (in bold), Company Name – City, ST
- 13) Save As and pick an appropriate file name.