



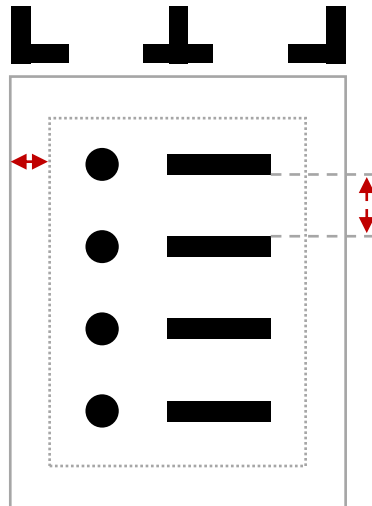
# Resume Training with Word – Preview

Supplemental Materials

# A resume is your personal marketing material – it's your brand! Nail the formatting, structure, and accomplishments to make it exceptional

## Formatting

- One page
- Margins
- Tab stops
- Paragraph spacing



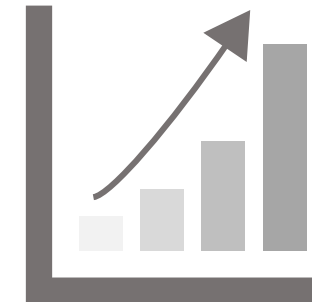
## Structure

- Contact, experience, education, and other
- Section dividers
- Chronology in descending order
- Name (**bold**), location, and date
- Role title and department (*italics*)
- One-line bullet accomplishments

Contact Information	
<b>WORK EXPERIENCE</b>	
<b>Company Name</b> , City, State – <i>Company description</i>	From Date – To Date
<i>Role Title, Department Name</i>	
• Accomplishment	
• Accomplishment	
<b>Company Name</b> , City, State – <i>Company description</i>	From Date – To Date
<i>Role Title, Department Name</i>	
• Accomplishment	
• Accomplishment	
<b>Company Name</b> , City, State – <i>Company description</i>	From Date – To Date
<i>Role Title, Department Name</i>	
• Accomplishment	
• Accomplishment	
<b>EDUCATION &amp; PERSONAL</b>	
<b>University Name</b> , City, State – Degree	From Date – To Date
• Accomplishment	
• Accomplishment	
<b>Other</b>	Applicable Software / Hobbies / Certifications / Etc.

## Accomplishments

- Say what you did
- Say how you did it
- Quantify what you did
- Address the job description
- Use strong action verbs
- Check spelling, grammar, and punctuation



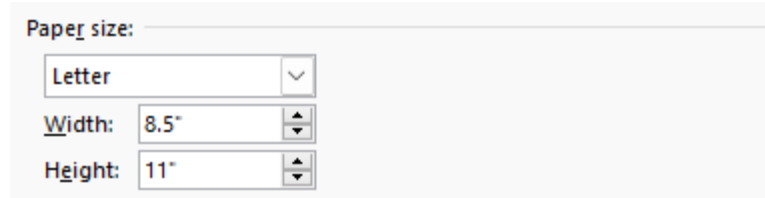
### Example

- Led the launch of two new product lines that grew total company sales +15%

# Don't struggle with manual formats. Use built-in options for page setup, margins, tab stops, and paragraph spacing to ensure uniformity

## Page setup

Layout tab  
Page Setup group  
Dialog box launcher

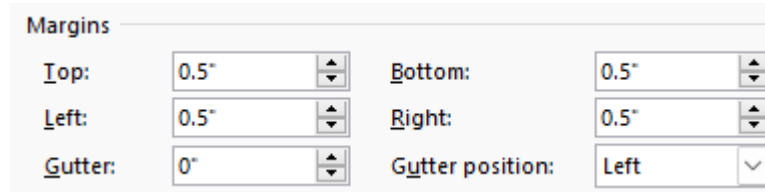


Paper size: Letter  
Width: 8.5"  
Height: 11"

- Stick to one page
  - If two pages are needed (20+ years experience), fill in the second page as much as possible

## Margins

Layout tab  
Page Setup group  
Dialog box launcher

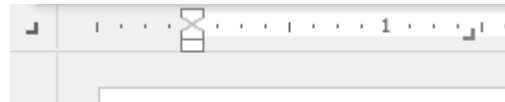


Margins  
Top: 0.5" Bottom: 0.5"  
Left: 0.5" Right: 0.5"  
Gutter: 0" Gutter position: Left

- Adjust margins to help gain more space
  - Don't cut out too much margin

## Tab stops

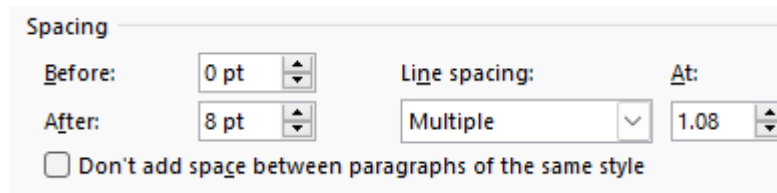
View tab  
Show group  
Ruler



- Tab stops ensure consistent text alignment
  - Use right tab stop to align dates

## Paragraph spacing

Home tab  
Paragraph group  
Dialog box launcher



Spacing  
Before: 0 pt After: 8 pt  
Line spacing: Multiple At: 1.08  
 Don't add space between paragraphs of the same style

- Add spacing
  - Before paragraph
  - After paragraph
  - Within paragraph (line spacing)

# Structure your resume to be consistent across all sections

## Layout

### Flow

- Contact information, experience, education, and other
  - Swap education and experience if a full-time student

### Section divider

- Separate sections with a header and border

### Chronology

- Sort in descending order

## Opportunities

### Information

- Name (**bold**), location, and dates
  - Consider adding a company description

### Role

- Role title and department name (*italics*)

### Accomplishments

- One line per bullet

## Sample

### Contact Information

**WORK EXPERIENCE**

**Company Name**, City, State – *Company description* From Date – To Date

*Role Title, Department Name*

- Accomplishment
- Accomplishment

**Company Name**, City, State – *Company description* From Date – To Date

*Role Title, Department Name*

- Accomplishment
- Accomplishment

**Company Name**, City, State – *Company description* From Date – To Date

*Role Title, Department Name*

- Accomplishment
- Accomplishment

**EDUCATION & PERSONAL**

**University Name**, City, State – Degree From Date – To Date

- Accomplishment
- Accomplishment

**Other** Applicable Software / Hobbies / Certifications / Etc.

# Accomplishments strongly tell your story by showcasing skills, actions, and results

## Say it



- Say what you did
- Say how you did it
- Quantify what you did
  - If possible, frame up the context

## Talk to the role



- Use accomplishments that address the skills requested in the job description

## Use strong action verbs



- Avoid overusing the same action verbs
  - Leverage the Thesaurus (Shift+F7)

## Editor check



- Check spelling, grammar, and punctuation (F7)
  - Avoid simple, sloppy mistakes

## Example



- Worked on a project to improve shipping cost



- Led negotiations with our primary shipping vendor to secure 3% savings (\$1M) on all packages