

Resume Writing Tips

Sample Action Words

Managed	Transported
Arranged	Demonstrated
Collected	Acted
Built	Ensured
Provided	Planned
Created	Maintained
Operated	Monitored
Oversaw	Evaluated
Identified	Produced
United	Compiled

Resume Writing Tips

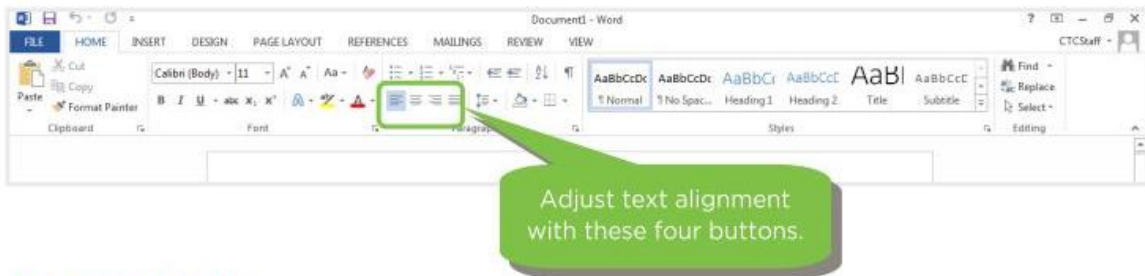
- Start sentences with action words.
- Say it in as few words as possible.
- Don't repeat yourself - you should have new information in every section.
- "Spin" statements to paint yourself in the best light - without lying or exaggerating!
- Match your resume to the job description.
- Use Save As to create a new version of your resume using a different name.

Good Resumes vs. Bad Resumes

Good resumes	Bad resumes
Consistent fonts	Inconsistent fonts
Consistent language	Inconsistent language
Simple and logical formatting	Confusing formatting
Correct use of bullets	Incorrect or misapplies use of bullets
Dates in correct order	Dates not in descending order
Contact Informaiton	No contact information

Using Microsoft Word to Create Your Resume

Aligning Text



The Format Painter

The format painter copies the formatting of text (not the text itself). Click the button once to copy the formatting one time, double click the button to copy the formatting multiple times (click the button again to deselect it).

Resume Formatting Tools

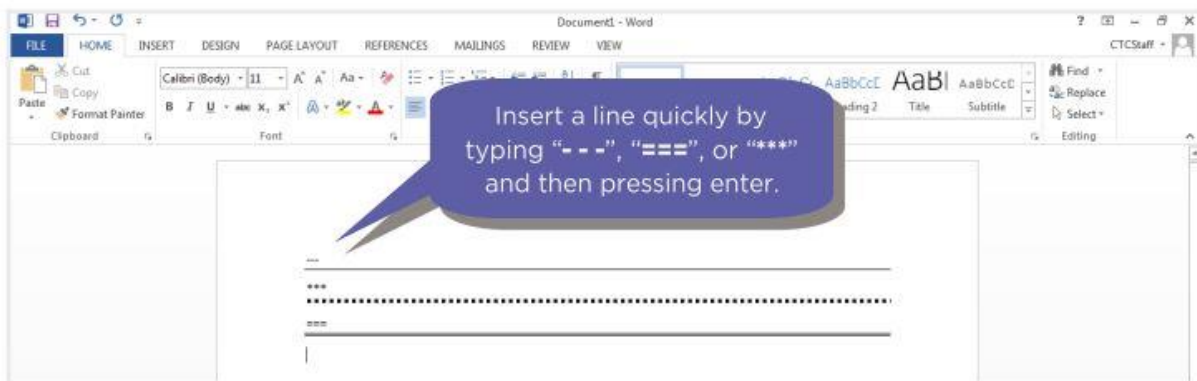
Creating Bullets

To remove a bullet you can press backspace twice, or press enter on an empty bullet.



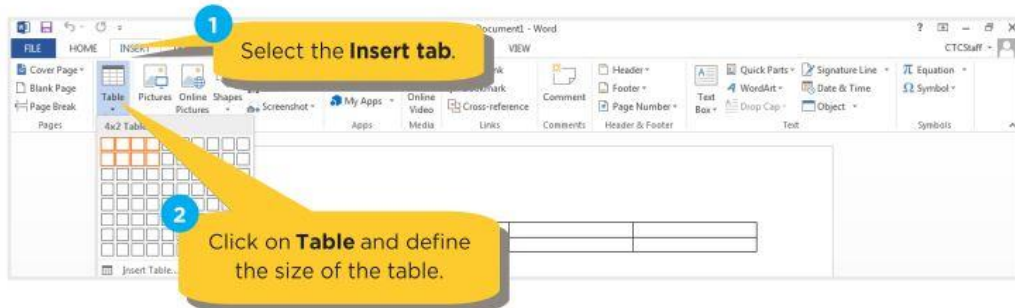
Inserting Lines

Lines are an elegant way to create sections in your resume.

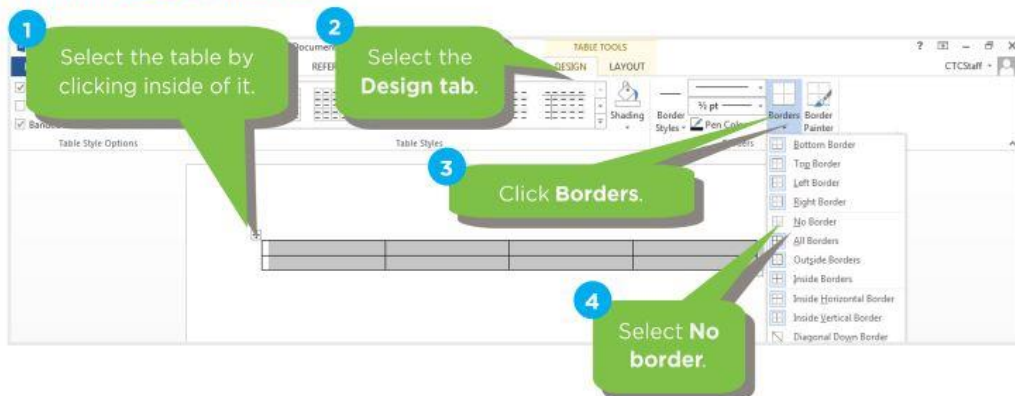


Inserting a Table

Tables can help you organize the layout of text in your resume.



Removing Lines Around Tables

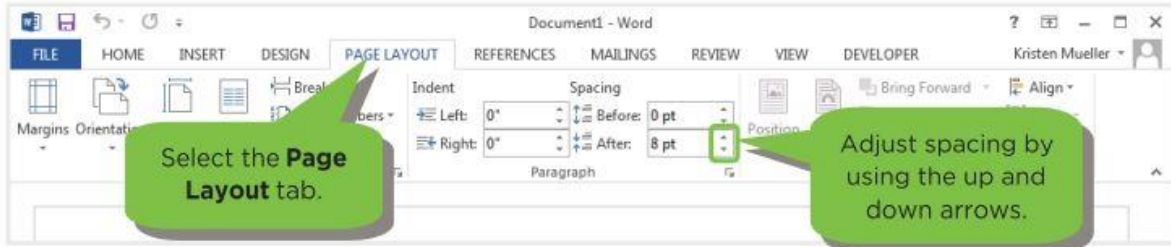


Adjusting Margins



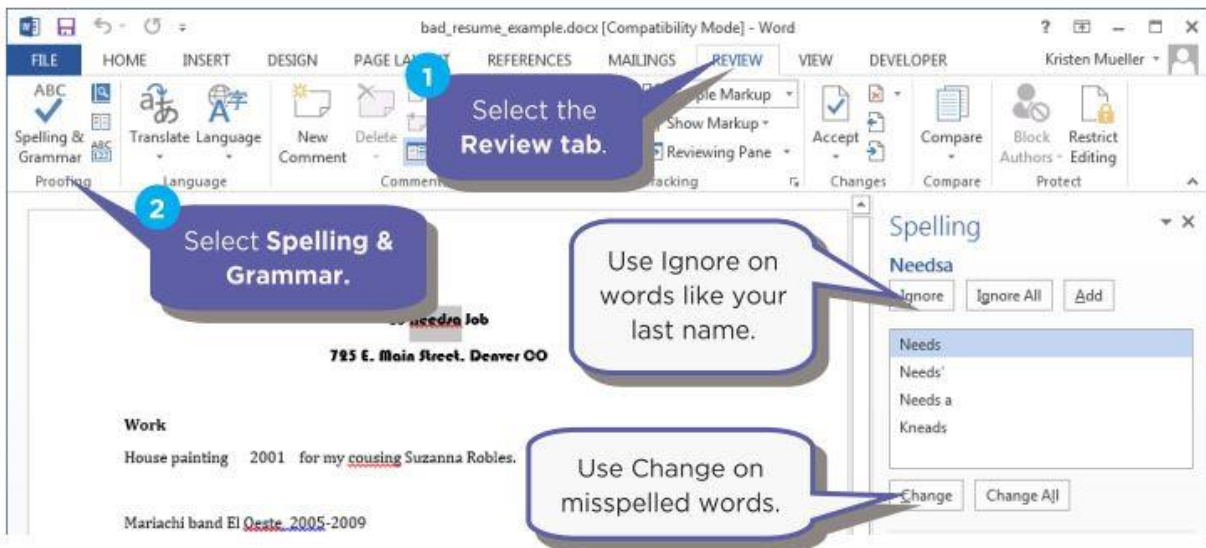
Adjusting Spacing

Adjusting the spacing on your resume to 0 pt “Before” and 0 pt “After” is recommended. 1 pt (or 1 point) is 1/72nd of an inch. The Spacing option defines how much space is added Before and After you press enter.

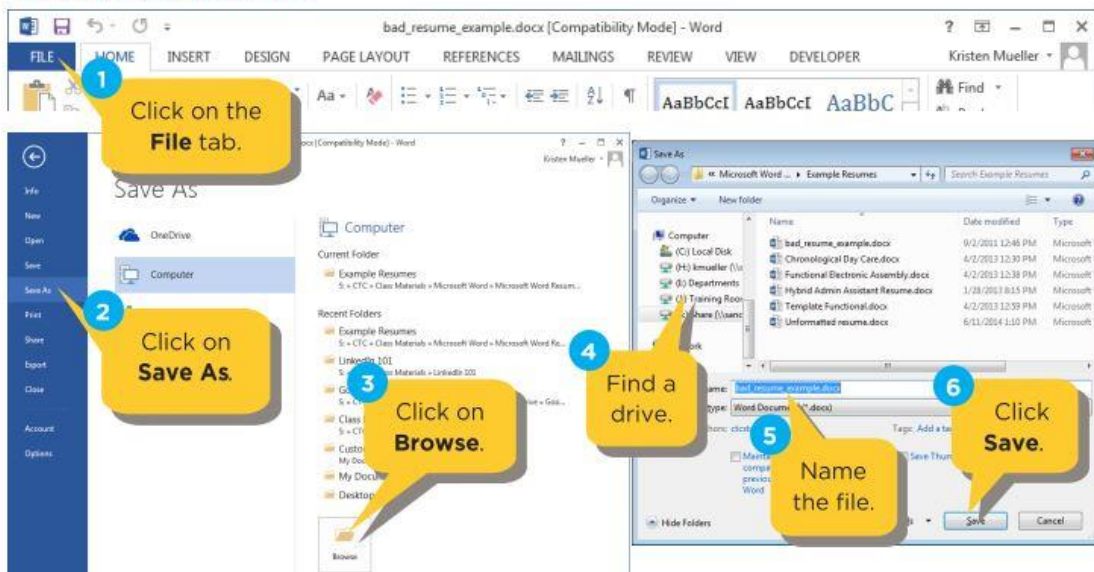


Review Spelling

Before you ever send a resume off to an employer, make sure you run Spell Check. This can prevent you from having embarrassing and simple mistakes that you should have corrected.



Saving Your Resume



Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Check out a book from the library to learn more.
- Visit: www.gcflearnfree.org/career
- Come to the library and practice on a library computer.
- Call the library to schedule a one-on-one appointment.