



Word 2016 Resume Manual
A Guide to Making Your Resume Stand Out

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English 380

Table of Contents

Introduction.....	1
Section One: Formatting	
Creating a Resume from a Template.....	3
Changing Your Margins	4
Formatting Your Heading	5
Inserting and Removing Decorative Lines.....	7
Section Two: Tips and Tricks	
Adding and Removing Hyperlinks	9
Creating A Bulleted List	11
Formatting Your List	12
Aligning Work Experience Dates	14
Including Columns.....	16
Section Three: Editing and Saving Your Final Draft	
Comparing Different Versions of Your Resumes	19
Editing Your Resume.....	21
Saving Your Resume	23
Organizing Multiple Resumes	24

Welcome to Word 2016 Resume Manual for college students!

This manual started because often times, friends of mine, like you, have the same problems that they cannot seem to get past when creating their resume. After a while of helping others with their resume issues, a pattern emerged. From this pattern, came the manual that will now help you to format your resume much easier than you ever thought possible.

You will learn the tools you can use to make your resume and how to properly use them to stand out. The three key sections to follow have to deal with setting up your layout, formatting your resume, tips and tricks for the bulk of your resume and editing and saving your final draft.

Not only does this manual show you the tools, it also presents the best practices to use when crafting your resume to make sure that you stand out in a good way.

I hope this manual will give you a resume that will stand out and get you hired –

Good luck!



SECTION ONE: FORMATTING

This section will make it easier for you to set up and start your
resume.

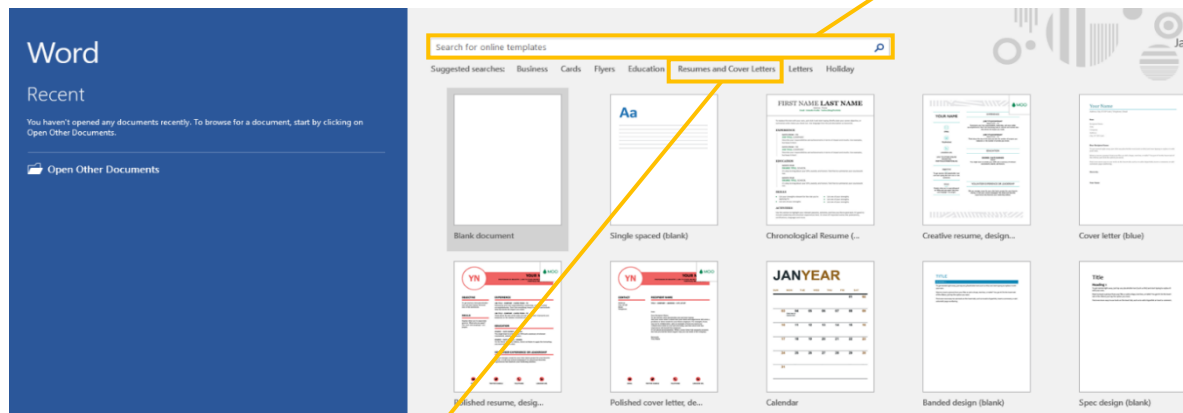
Creating a Resume from a Template

When creating a resume, using a template should be a last resort. Templates give off the impression that you have put no effort into creating your resume, and employers prefer to see that you have tailored your resume to fit your experience and the job that you want. Along with this, there may also be formatting that can mess with the ability of an Applicant Tracking Systems to read your resume. Most companies use these when applications are being submitted online.

If you would still prefer to practice making a resume with a template or looking at examples for ideas, here is how you can do so.

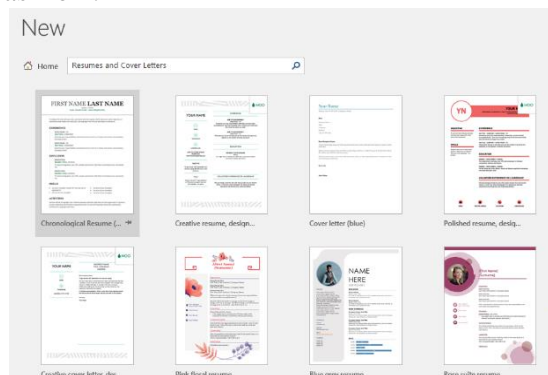
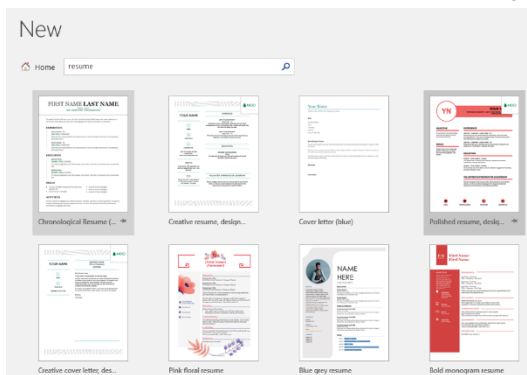
1. Open Word 2016, where you will be brought to the templates that Word offers you as seen in the picture below.
2. Click on the Suggested Search “Resumes and Cover Letters” at the top of the page with the white background, or if you do not see this, type in “resumes” in the search bar directly above the suggested searches.

Option 2: Type “Resume” into search bar at top of page and press enter



Option 1: Click “Resumes and Cover Letters” (one of the suggested searches)

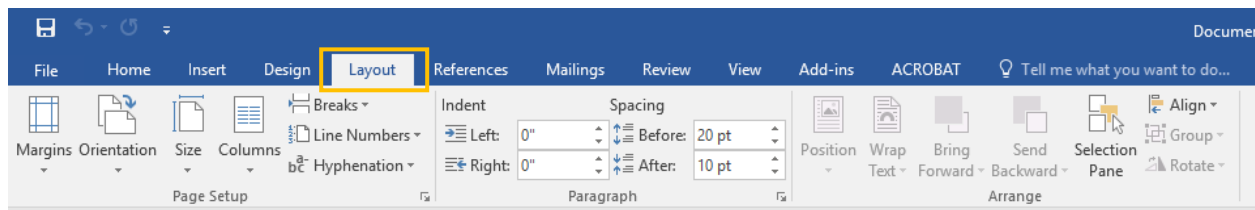
You should be presented with these options, and many more templates that you can choose from, edit or simply get ideas from.



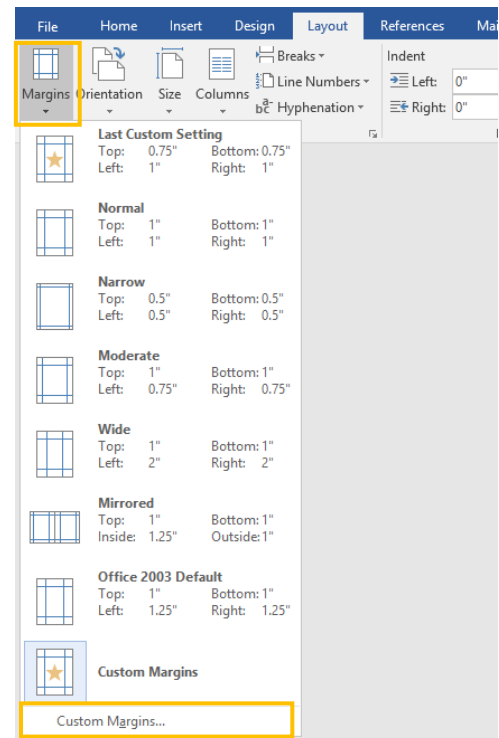
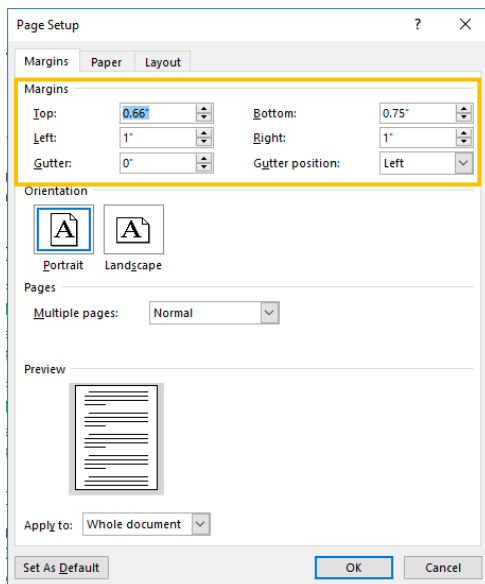
Changing Your Margins

Keeping your margins at 1 inch all the way around is the best practice for resumes. If you need just that extra space, you can make your margins $\frac{1}{2}$ an inch. You should start with making the top and bottom margins smaller, then if you still need more space can move on to the side margins. *Never* make your margins less than $\frac{1}{2}$ an inch. It is much more acceptable now to have a resume that is longer than one page, so you may move on to a second page as long as you have enough relevant skills and experience to reach the bottom of both pages. Remember that the skills and experience listed should match up to the job you're applying for.

1. Find the "Layout" tab in the ribbon at the top of the page.



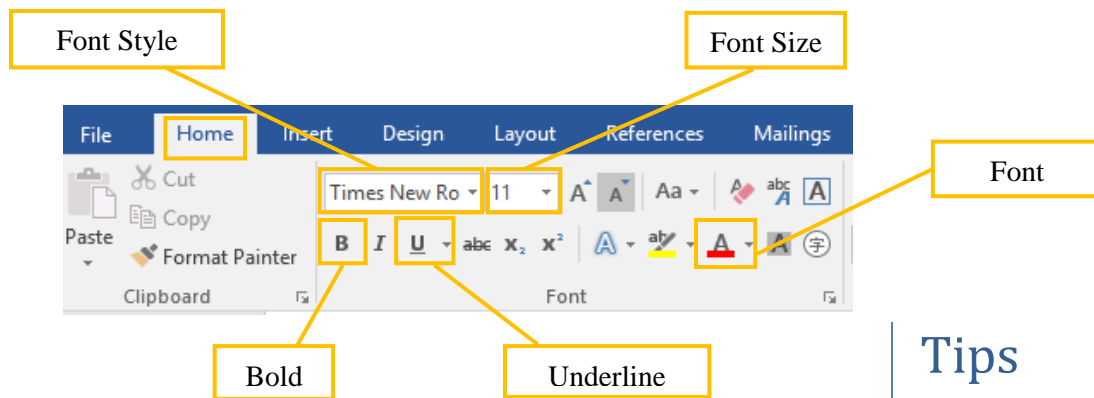
2. Click the drop down arrow under "Margins".
3. Select a preset option listed, or click "Custom Margins" if the size you want is not listed. The Page Setup window appears.
4. Fill in the sizes you want for each margins in the corresponding boxes.



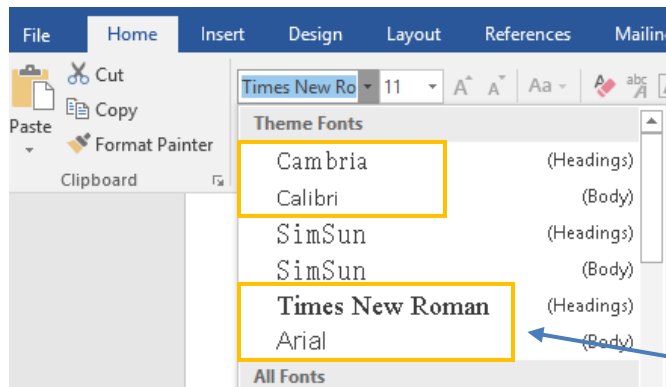
Formatting Your Heading

Your heading should consist of your name at the top with your address, phone number, email address and your LinkedIn profile below (or near, depending on how you'd like to organize). Your name should be larger than anything else on your resume – you want employers to remember your name! If you are tight on space, just two points larger than the rest of the text on the page is fine. You should have only one address as two may be confusing to an employer. If you're having trouble deciding which to use, pick the address that is closer to the company you are applying to. Your email address should be one you will have access to and should not be offensive or immature. School emails often stop working after a year or sooner, so make a new email if necessary. If you don't have a LinkedIn profile, you should consider making one.

Under the "Home" tab of the ribbon is the font section. Here, you will find everything you need to format your heading.



1. Click the font style that you will use for your entire resume.



2. Click the dropdown arrow next to the number in the Font section of the Home tab, and select the size font you want.

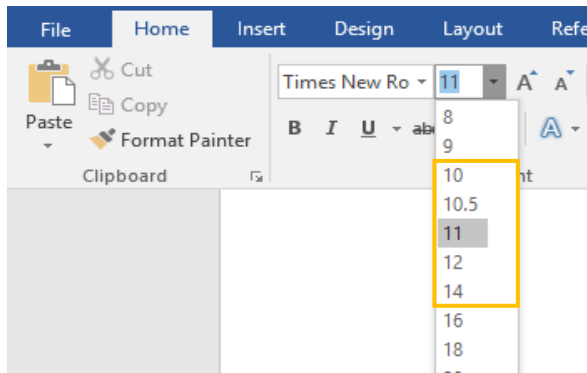
Tips

Do not switch font styles throughout your resume – stick to just one!

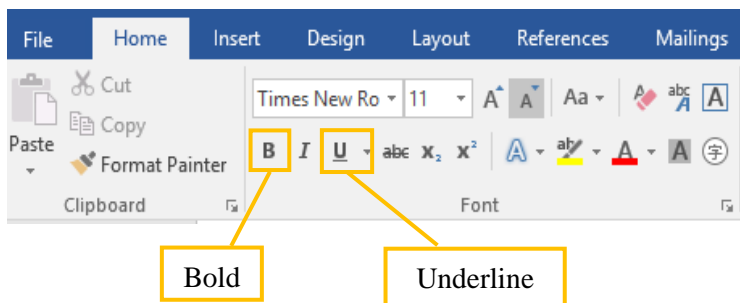
If you have already begun to type, make sure you have selected your words first in order to change the font style.

The font you choose should be legible and commonly used, such as Times New Roman, Calibri, Cambria or Arial.

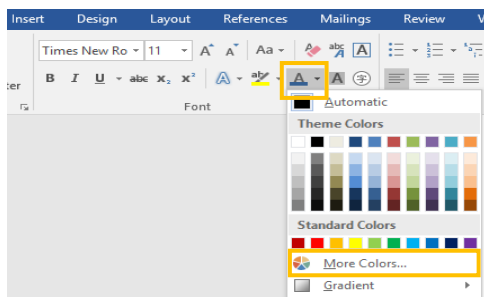
Your font should be between 10 and 14 and, aside from your name, should be the same throughout the document.



3. Select the words you would like to bold and click the bold button in the font section. To underline your name, simply select it and press the underline button under the font section as well.



4. Select your name and press the A with the colored block under it to change the color of your text. Click one of the preset colors that appear, or press “More Colors...” to see other options.



Be Cautious with Colors

You do not know how your resume will be read, and if you use color it may not show up on certain computers or if printed out.

Different colors can affect people differently. A color you may associate with something; another person may associate with something totally different.

If you are handing your resume in person and would like to use color, a muted and professional color would be best.

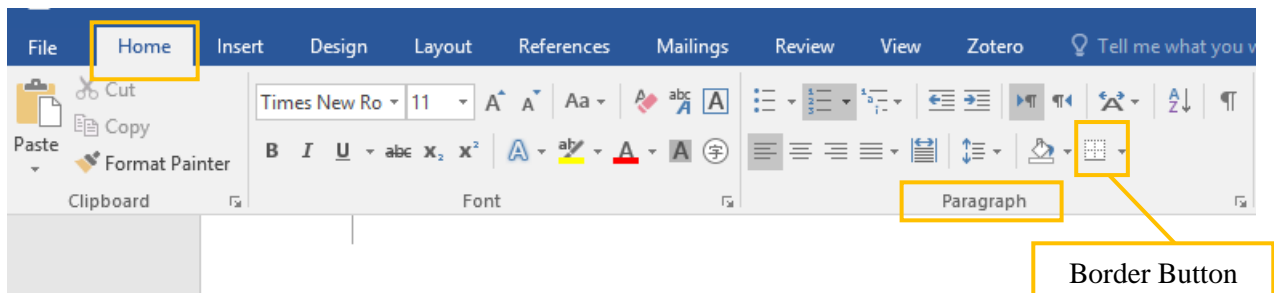
Inserting and Removing Decorative Lines

When submitting a resume online, Application Tracking Systems can sometimes get confused by lines, so it is not recommended you use them for online applications. But if you are handing your resume to an employer in person and adding a few lines can add a clean look to your resume. The easiest way to get a line in your resume like the one above is with the border button.

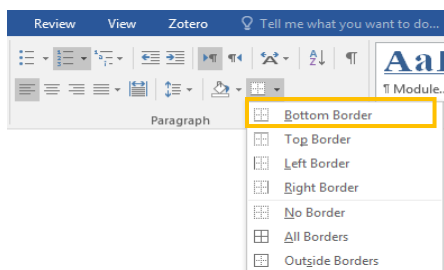
FIRST NAME LAST NAME

Address • Email@fakeemail.com • Phone Number • LinkedIn Profile

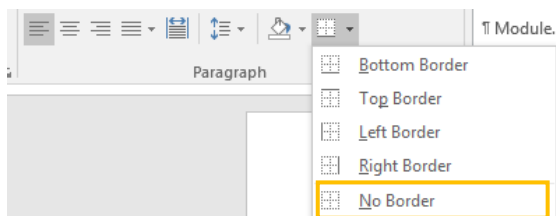
1. Click on the down arrow next to the border button under the paragraph section in the Home tab on the ribbon.



2. Select bottom border for a line below the row of words you have placed your cursor.



Place your cursor above the line, click on the border button and select “No Border,” if you want to get rid of a line you have accidentally placed somewhere in your resume.





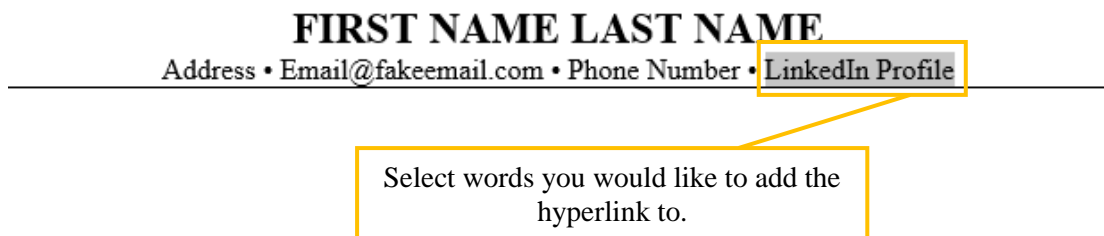
SECTION TWO: TIP AND TRICKS

This section will show you quick tips to make your life easier, will help you with the bulk of your resume and show you quicker ways to format.

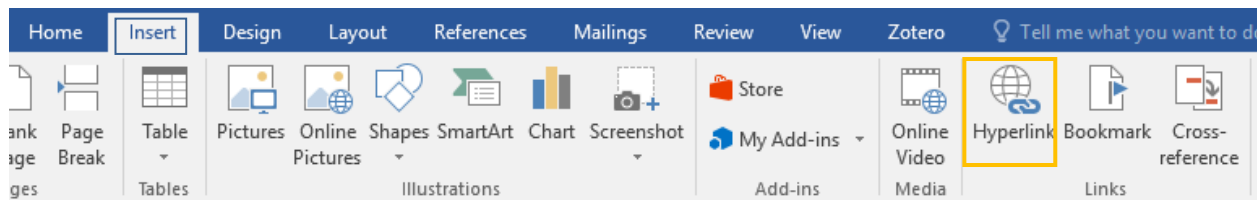
Adding and Removing Hyperlinks

When submitting your resume online, it would be a good idea for you to link your potential employer directly to your website or LinkedIn profile. Using a Hyperlink is a cleaner way to add a URL without having to look at the actual web address. You don't add hyperlinks to resumes that you are giving as a hardcopy.

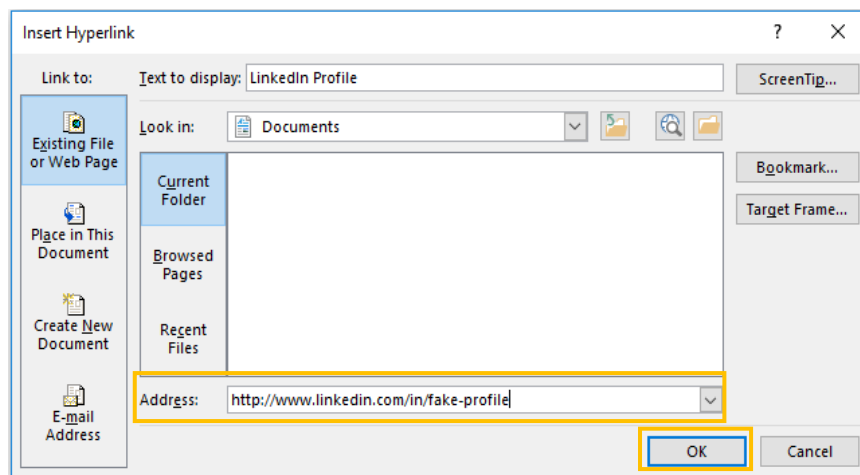
1. First, type what you would like to call this link. For example, if you would like to link your employer to your website, you may name it "Personal Website" or if you would like to direct them to your LinkedIn, you may simply type out "LinkedIn Profile." Select these words.



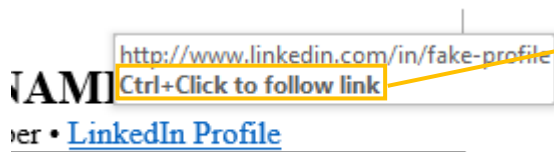
2. Go to the "Insert" tab on the ribbon and click "Hyperlink" with the words still selected.



3. Type the URL address into the box next to the word "Address" at the bottom and click "OK" when the following pop up appears.



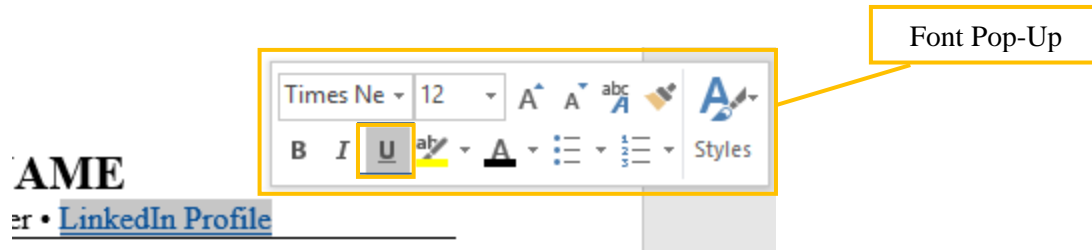
Your words will appear blue with an underline under them. This means that you have successfully added a hyperlink. If you hover over the words, it will tell you how to get the link.



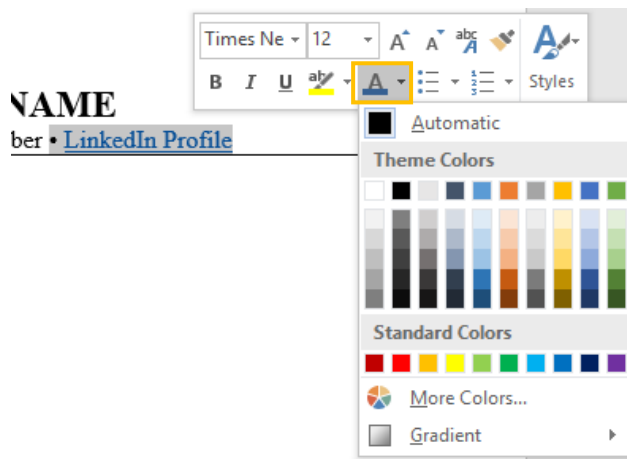
Press and hold “Ctrl” button at bottom left of keyboard while clicking on the hyperlinked words.

If you would prefer to not have one group of blue underlined words, you can change them back to the color you had before and still keep the hyperlink.

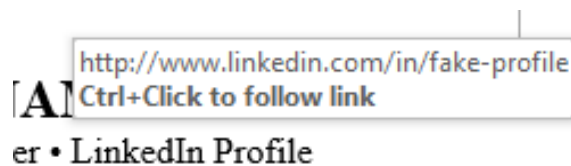
4. Select the words, and the font pop-up should appear. If it does not appear, right click on the selected words.
5. Click on the underline button twice to get rid of the line beneath the words.



6. Click on the “A” button with a block of color under it and choose the color you want.



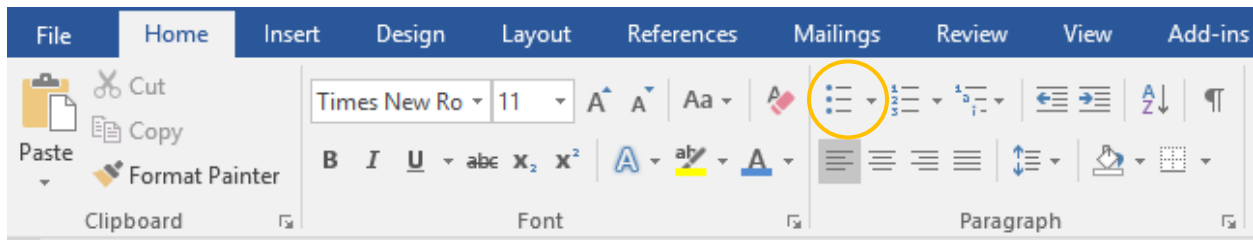
If you hover over the hyperlinked words, you will see that you can still be taken directly to the URL, but your words will have a cleaner look.



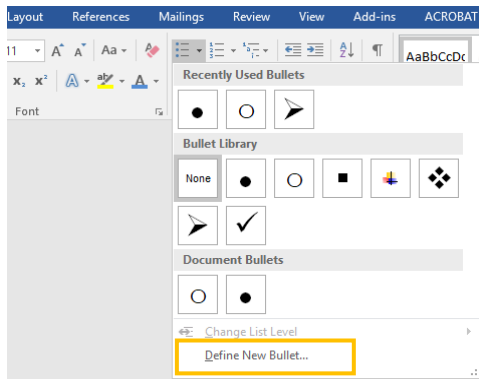
Creating A Bulleted List

Bullets are a great way to break up the responsibilities you would like to highlight under your experience and education into a list format that get right to the point in displaying the important skills you would like to show off. They save space for you to add more to your resume and save time for the employer reading your resume.

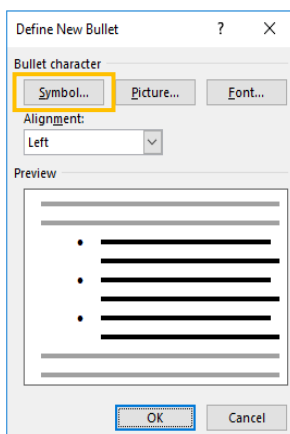
1. Add a bullet by clicking on the “Bullets” button in the Font section of the Home tab, or click the dropdown arrow next to the “Bullets” button to choose exactly which bullet design you want.



2. Click “Define New Bullet...” in the dropdown if you do not see a bullet that you want to use.

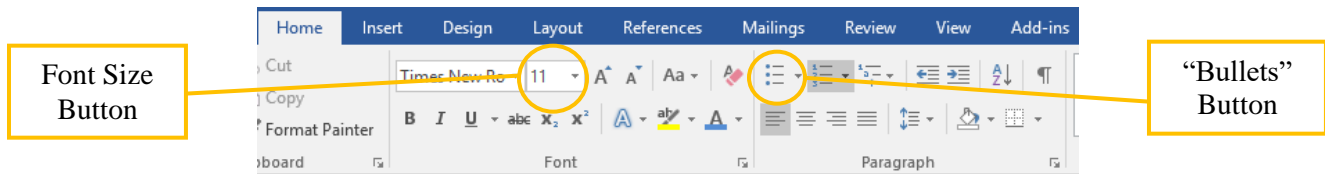


3. Click “Symbol” in the window to find bullets you like, keeping in mind that simple styles are better so as to not take attention away from your accomplishments.



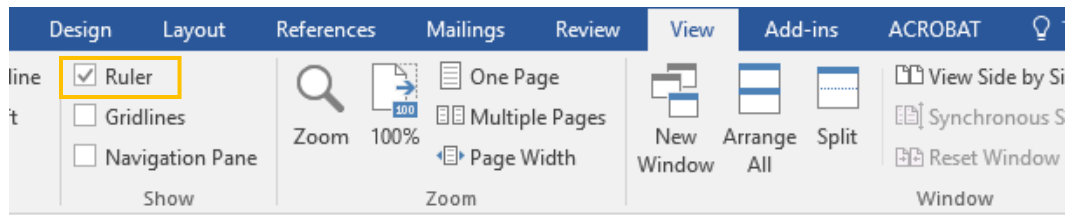
Formatting Your List

1. To change the style and size of bullets already in a document, double-click on the bullets, not the words next to them, to select them. From there you can change their size and style from the home tab as you would before they were typed out.

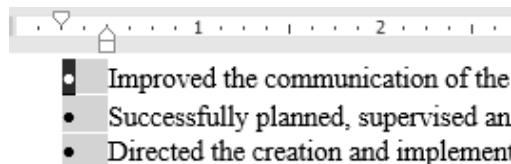


Changing the font size of your bullet will not change the font size of the words next to them.

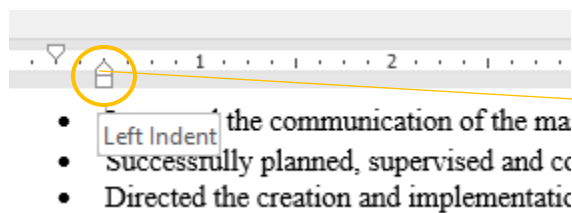
2. To change the placement and alignment of your bullets, make sure you can see your ruler first by going to the View tab on the ribbon and clicking the box next to “Ruler” under the Show section.



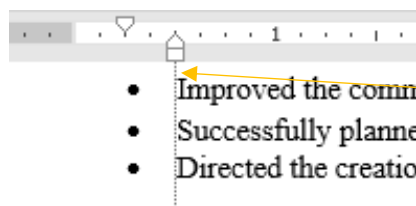
3. Click on the line that you want to work with, or select all of the bullets that you want to change the alignment of.



4. Move the words closer or further from the bullet by pressing, holding down and dragging the upwards facing triangle of the “Left Indent” to the desired spot.

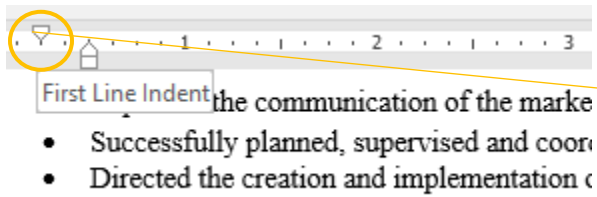


Make sure you are clicking the upwards facing triangle, not the square under it.

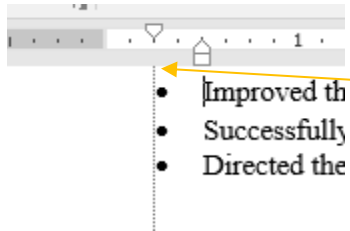


A dotted line will appear when you are moving the indent.

5. Move the bullet alignment by clicking, holding down and dragging the downwards facing triangle of the left indent.



Make sure you are clicking the downwards facing triangle.



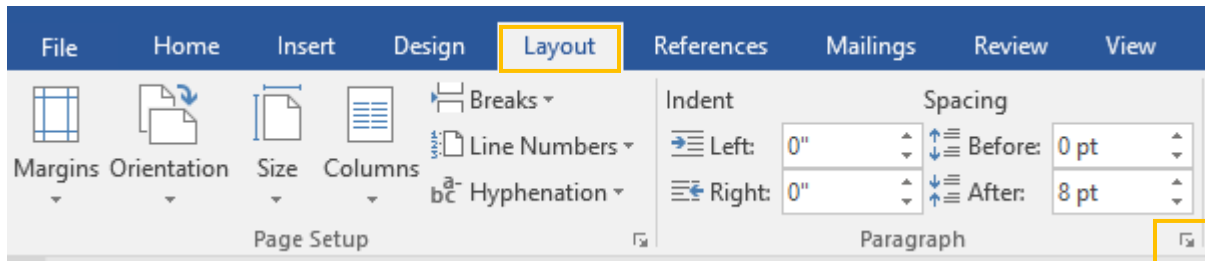
A dotted line will appear when you are moving the indent.

Aligning Your Work Experience Dates

Your work experience section should be in reverse chronological order so that your most recent or current work experience is the first listed experience. You should not be listing every job experience that you have had unless all of these jobs are relevant to and have given you experience needed for the job you are applying to. For example, you would not list that you were a cashier at a bakery if applying to become a teacher. You always have to think about how the experience you had will help you to get the job you are applying for.

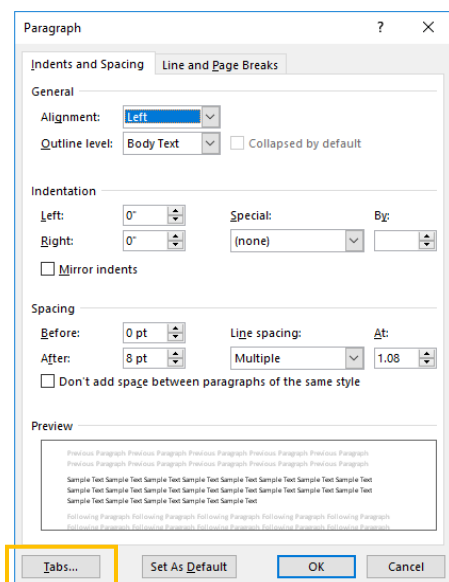
Each entry in your experience section should have a descriptive title, company name, location and date. The date should be aligned to the right since it is never more important than your actual experience. This is also a way to create more space for yourself. The easiest way to do this, shockingly enough, is not pressing the space bar to the edge of the page.

1. Select the Layout tab on the ribbon at the top of the page, and click the small arrow to the right of the Paragraph section. The paragraph window will open.



Click this arrow to open the Paragraph settings tab.

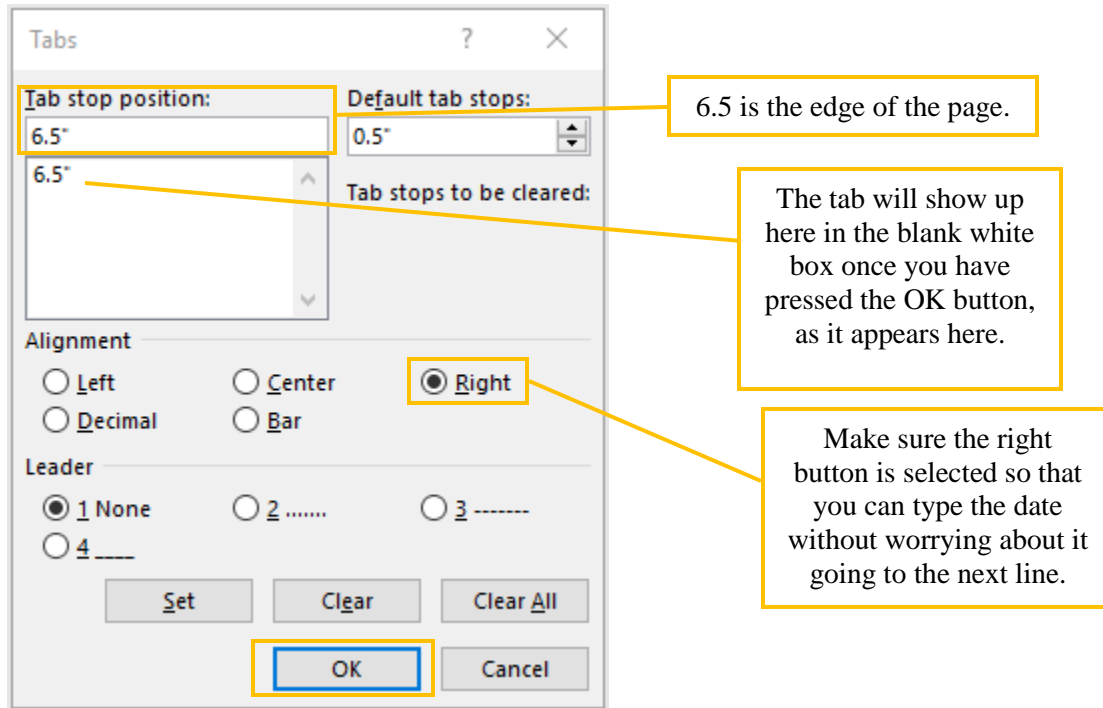
2. Click on the “Tabs...” button at the bottom left corner of the window.



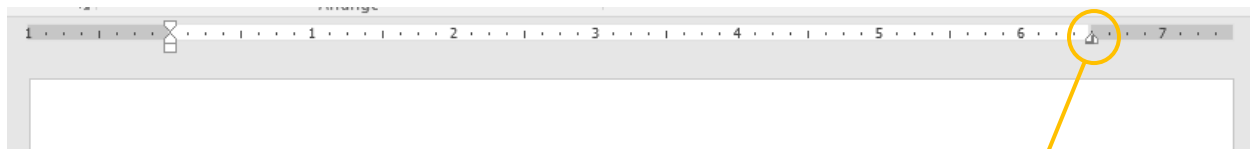
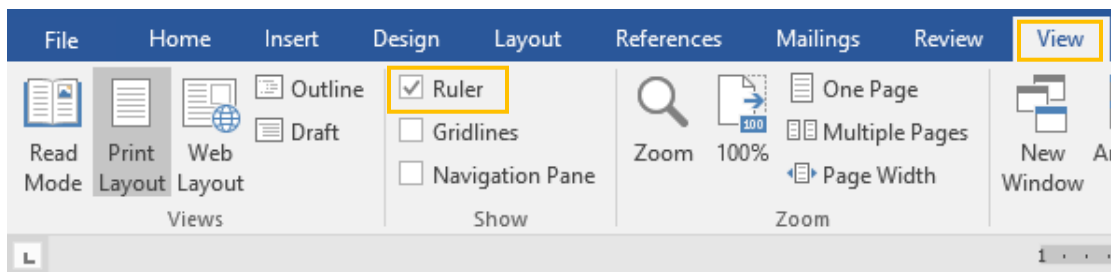
~ Tips for Experience Descriptions ~

- Only use abbreviations that are well known.
- Do not use pronouns or articles.
- Use verbs that come directly from the job description!
- Never use “-ing” endings when talking about current positions.
- Use strong Action verbs.

3. Type into the bar under the words “Tab stop position:” the number of inches you would like the date to start at and click “Right” to make sure it is aligned right. Once you are done, press “OK.”



4. Under the View tab on the ribbon make sure the “Ruler” has a check mark next to it by clicking on the white box next to it.

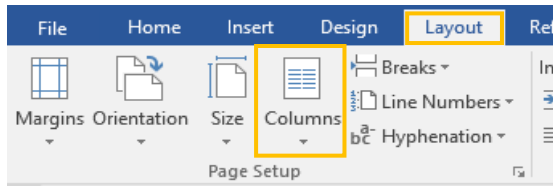


The ruler appears at the top of the page where you can check to see if there is a backwards facing L at the very right of the ruler on the 6.5 line.

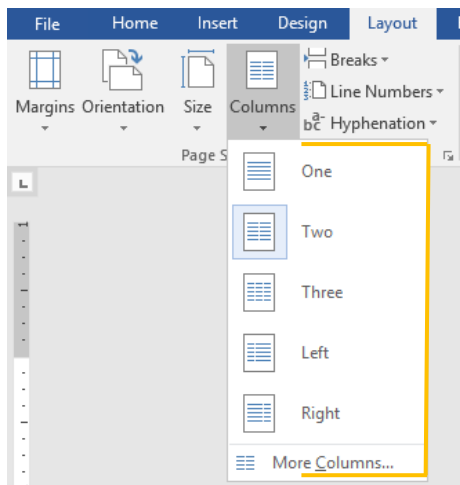
Including Columns

Using columns in resumes has become a stylistic trend in recent years. This is not something that is recommended for the use of online submissions of resumes, however can be used effectively when handing out resumes in person.

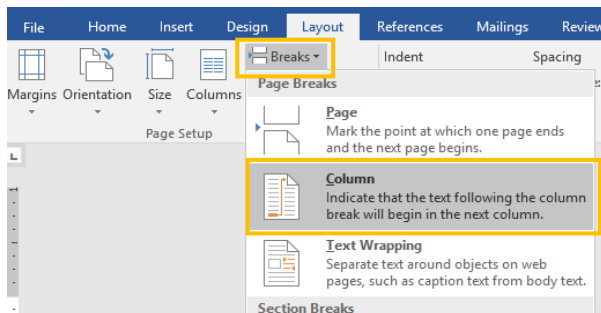
1. Click on the layout tab in the ribbon at the top of the page.



2. Click the dropdown arrow under Columns in the Page Setup section and choose the number of columns you would like to include in your resume, and the way you would prefer your columns to be set up. Two columns is a good place to start and has a clean look to it.

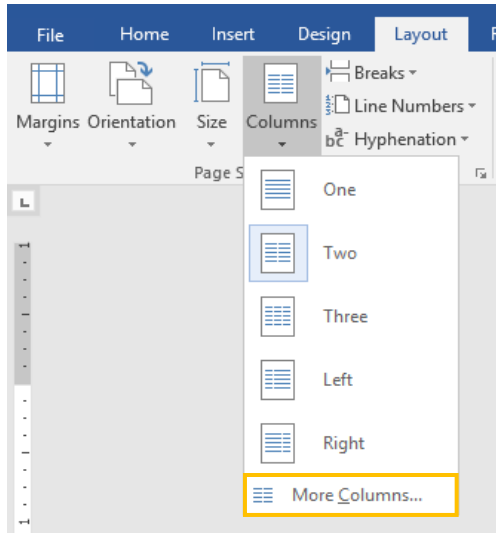


3. Place your cursor at the bottom of the first column once you have chosen how many columns you would like.
4. Find “Breaks” under the Layout tab in the Page Set Up section, and press the dropdown arrow. From here, choose “Column” to create the second column. Do this for all columns – so if you have a third column, place your cursor at the bottom of the second column and repeat the same steps, so that you can switch between columns.

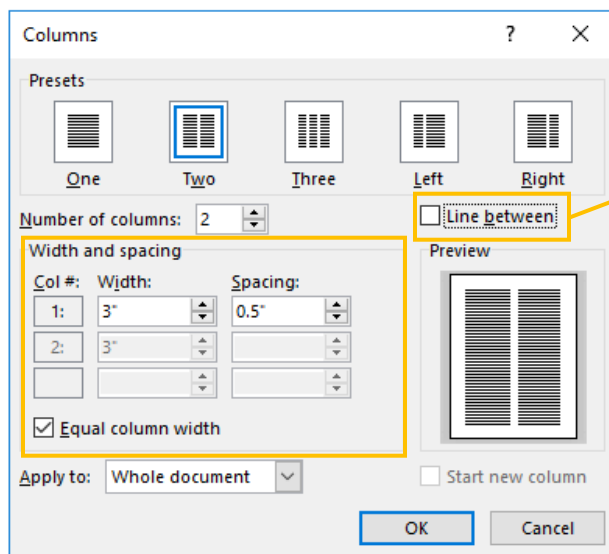


If you would like to customize the size of each column:

- Click the dropdown arrow under Columns again, and click “More Columns...” The Columns window appears.



- Change the width of both columns by typing the desired width into the white boxes in the “Width and spacing” section of the pop up. Once you start typing, the “Equal column width” box becomes unchecked on its own.



You can add a line between columns by clicking the box next to “Line between” in the Columns window.



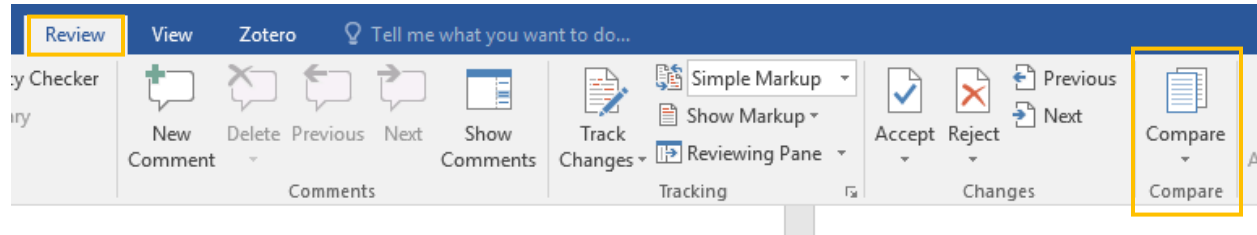
SECTION THREE: EDITING AND SAVING YOUR FINAL DRAFT

This section will help you with editing your resume and properly
saving it.

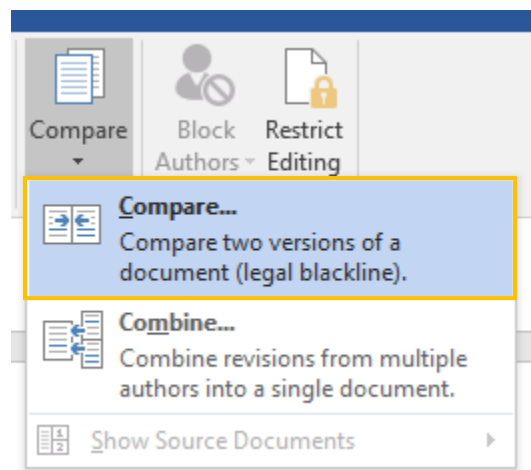
Comparing Different Versions of Your Resumes

A simple way to look at two versions of your resumes is by using the Compare tool. This is a good way to check on your dump resume – a resume where you list everything you have ever done – or a resume you feel is similar to one you are working on to see if you’ve missed anything, or need to add to your current resume. This tool shows you the difference between the two documents.

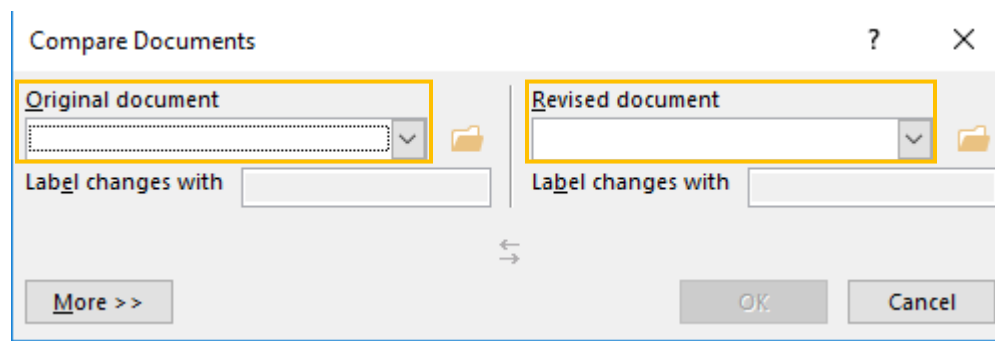
1. Click the Review tab on the ribbon, or tool bar, at the top of the page.
2. Next, click the Compare button.



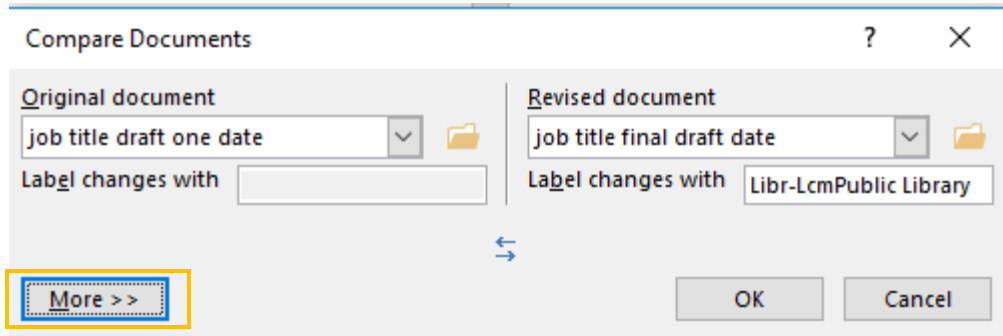
3. Click the Compare... button.



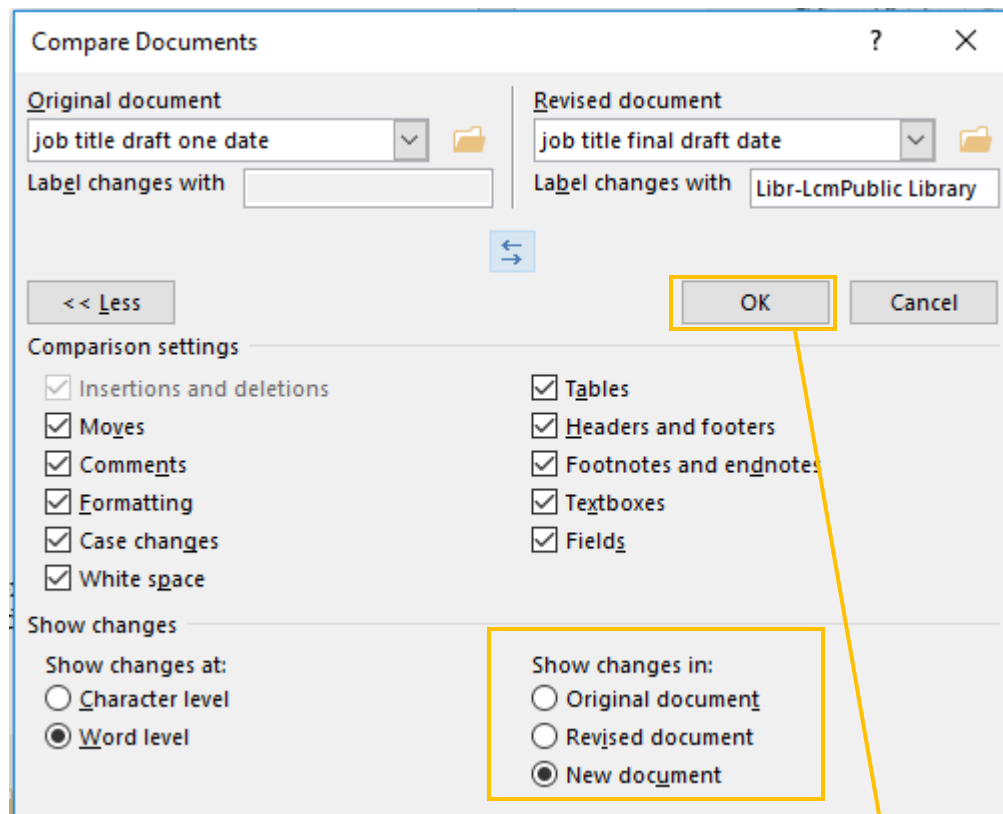
4. Once this window appears, click the drop down arrow next to the white boxes under “Original document” and “Revised document” and chose the two resumes you would like to compare.



- Once you have chosen the two documents you would like to compare, click the “More >>” button to decide where you would like to see the changes you have made.



- Click on the circle next to “Original document,” “Revised document,” or “New document” depending on where you would like to see the comparison of changes in each document.

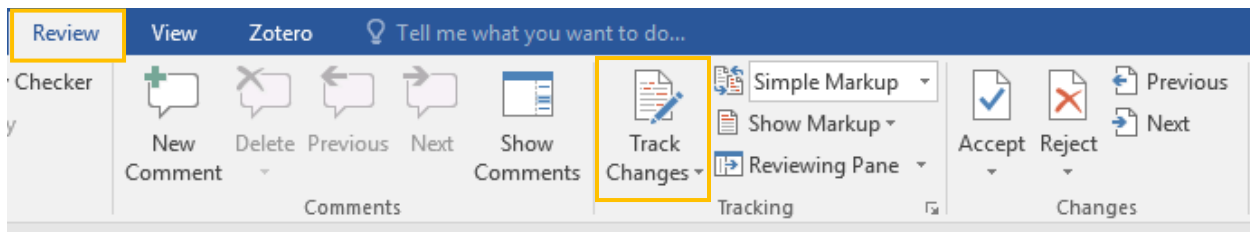


Click okay when you are done with all of these steps.

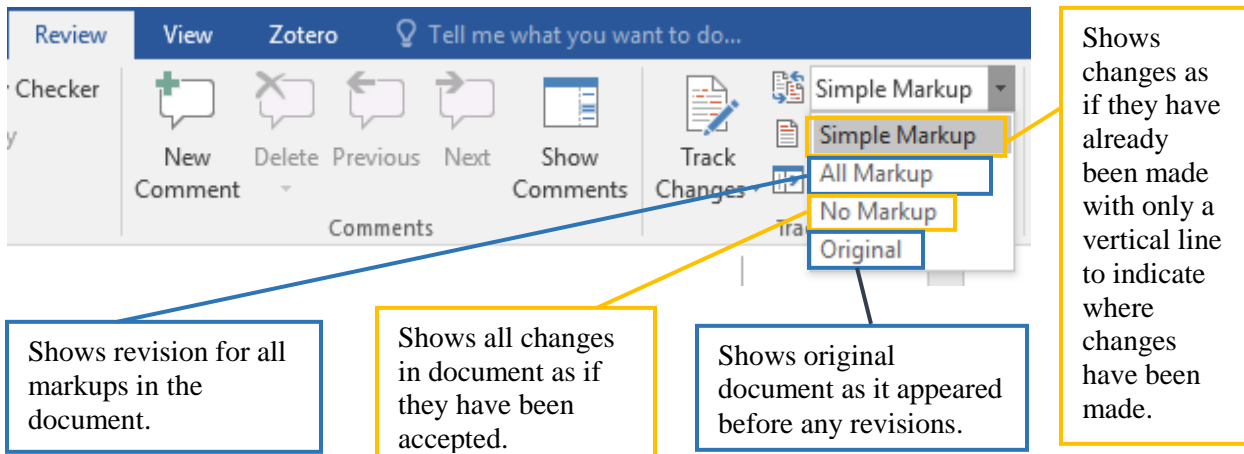
Editing Your Resume

If you would like someone to look over and edit your resume, or would like to make changes that you aren't sure you would like to apply to your resume quite yet, you can use the Track Changes tool.

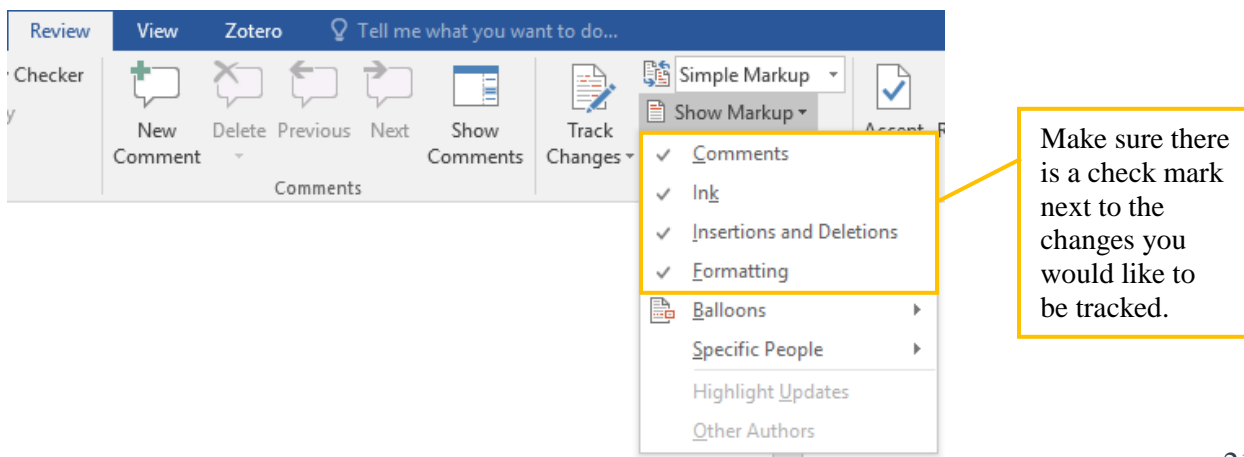
1. To begin tracking your changes, go to the Review tab and click the "Track Changes" button.



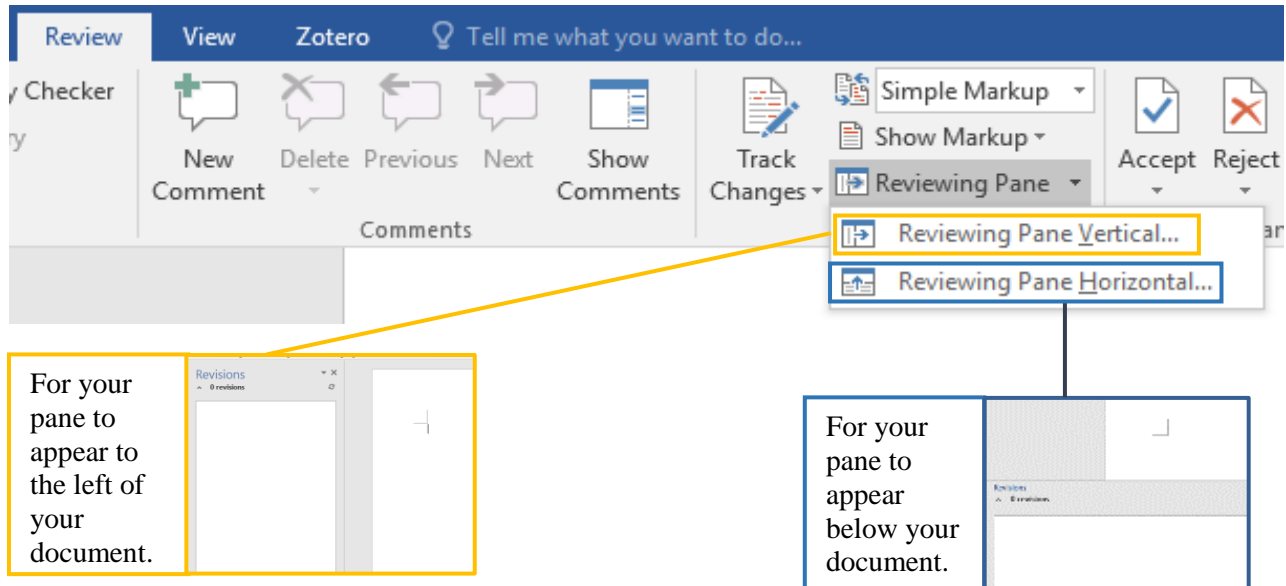
2. Choose whether you would like to see the changes as they happen by clicking the dropdown arrow next to "Simple Markup." Click "All Markup", "Simple Markup", "Original" or "No Markup."



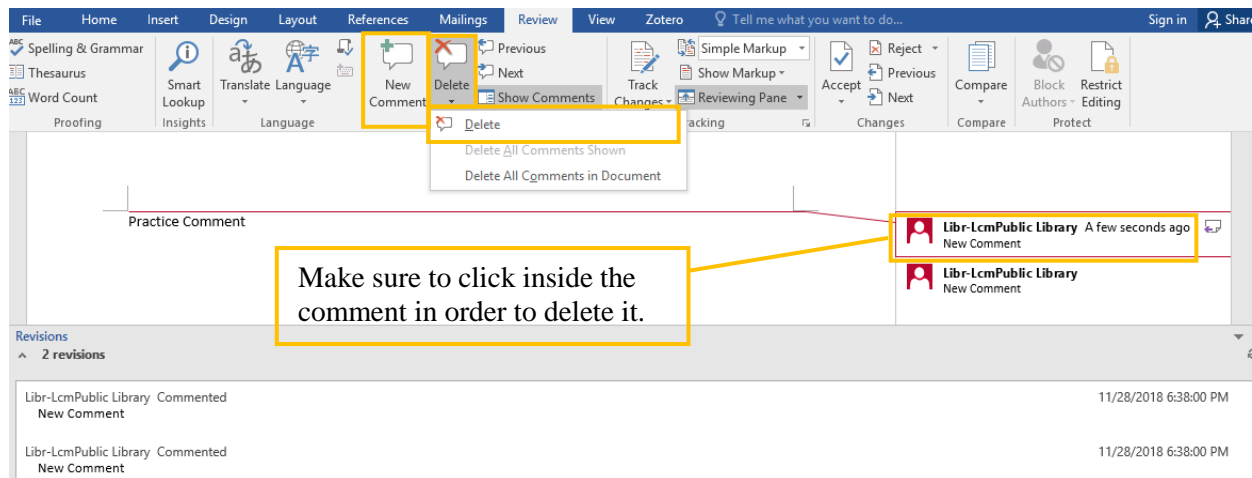
3. Click the dropdown arrow next to "Show Markup" to choose which changes made in the document you would like recorded or tracked.



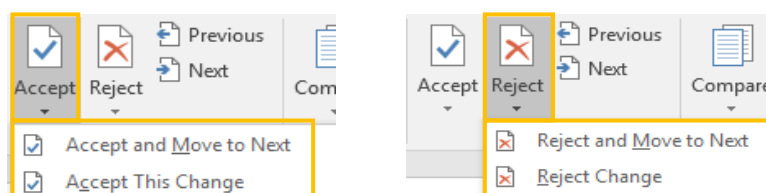
- Click the drop down arrow next to “Reviewing Pane” to have your changes appear in a separate tab or bar.



- To add comments, select the text you would like to comment on and click “New Comment.” To delete a comment, select or click the text inside the comment, and click the dropdown arrow under the “Delete” button. Click Delete.



- To keep certain or all of your changes, click the “Accept” button and choose between the “Accept all Changes” or “Accept this Change” options. To discard certain or all of your changes, click “Reject” and choose between “Reject all Changes” or “Reject this Change.”

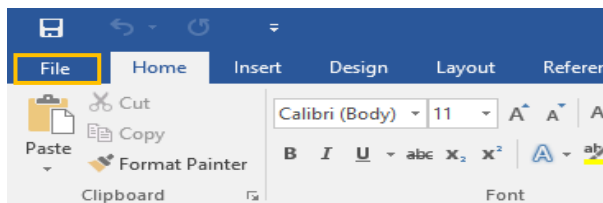


Saving Your Resume

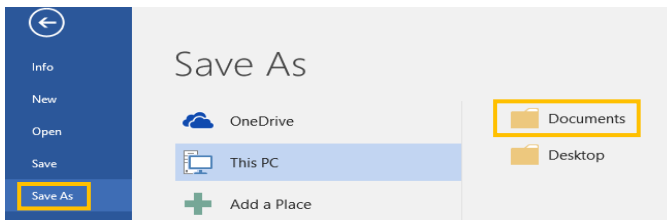
How you save your resume is important, and it may differ depending on where you will be giving your resume. If you are submitting it online, it is best to save your resume as a pdf so that the format does not change in the process of being sent over to a new computer. It is important to remember that once you save something as a PDF, it is difficult to edit it afterwards. You should always check to see that you have the file saved as a word document (.docx) file that you can edit before making a second PDF file document of the same resume.

To save your document as a PDF file

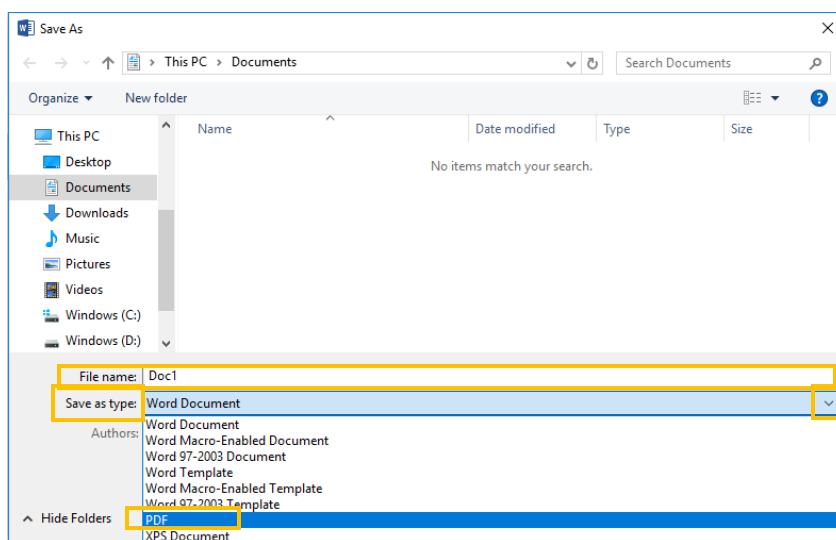
1. Click file in the top left corner of the Word document.



2. Click Save As in the left hand blue column that appears, then click on the file you choose to save your document under.



3. Name the document an appropriate title that can be seen, such as "YourName_Resume" and click the drop down button in the white space next to "Save as Type:" and choose PDF.

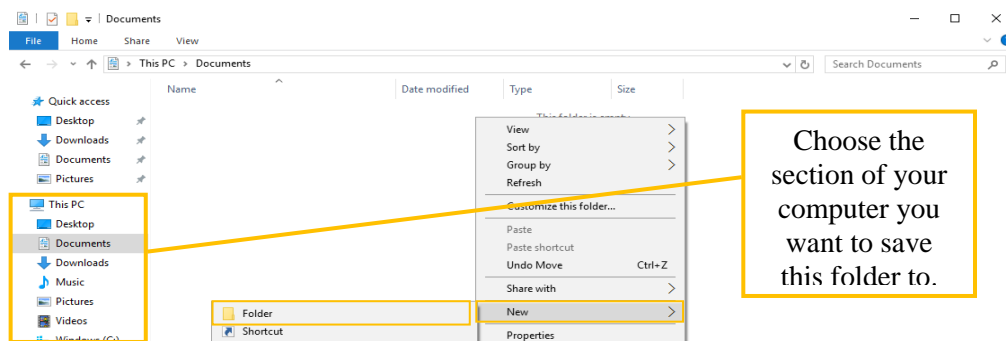


Type the title
of your
document
here.

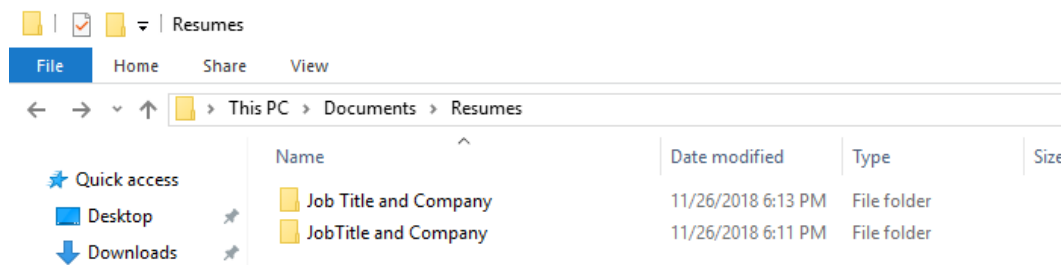
Organizing Multiple Resumes

You should never have just one resume, and in fact should tailor your resume to each job you are applying for. You should always have a “dump resume” where you have everything you have ever done written in one document. This is a resume you will use only for yourself as a reference to create your real resumes. Having multiple resumes can get confusing, but the way you save them can make it easier to keep track of all of them.

1. Open File Explorer and click on an existing folder such as “Documents.” Right click on the white space and click “New Folder”. Name this folder “Resumes.”



2. Open the new folder “Resumes” that you have just made by double clicking on it. Inside this folder, create a new folder by doing the same steps. Name each folder by the job you are applying for or the company you are applying to.



3. Finally, save inside each folder, the drafts of your resume with the date on it, and save your final draft as a word document and a PDF file. Make sure the PDF file has an appropriate name that a future employer can identify you easily with.

