

Microsoft Word templates are an easy way to create professional and eye-catching documents. These can be helpful when creating letters, faxes, and memos, but when you're building your resume in Microsoft Word, it is important to make it stand out from the crowd. An employer who receives a pile of resumes all based on the same run-of-the-mill templates will prefer to select a candidate who puts a little extra effort into creating a unique resume format of his or her own. It may be hard to know where to begin when building your resume from scratch, but if you follow a few simple guidelines, you can create an informative, appealing resume that will get the attention of potential employers, and get you an interview.

The most important thing to remember is to keep it simple. Microsoft Word offers a plethora of fonts, styles, and colors to choose from, but that doesn't mean you should use every single one of them on your resume. You want to make certain elements stand out, but you don't want to go overboard. Try to stick to one font, and three styles maximum. For example, use a plain font for your job descriptions, but make company names and dates bold, and job titles italicized. Your name should be a slightly larger font size than the rest of the text, but, contrary to popular belief, it doesn't need to take up half of the page. Your education and experience are what's important, so let them speak for themselves, and keep your name within three size points of the rest of the text.

Remember to use bullet points to your advantage. Your job descriptions should not be long, drawn out paragraphs, but punchy, brief phrases. For example, "Managed a team of twenty salesmen," reads much quicker than "I was the manager of the sales department, and twenty salesmen worked for me." Employers have dozens of resumes to read through, and seeing a long block of text under each of your past positions may just make them skip your resume entirely. Bullet points draw attention to your important accomplishments so the reader doesn't lose interest.

Organization is key when creating a resume. Even if you're not using a Microsoft Word template, it's not a bad idea to look them over for inspiration. Note how resume templates are organized, and use some of those elements when creating your own design. Be sure to clearly label different sections, like "Education" and "Experience," and leave line spaces to avoid confusion. For the more savvy Microsoft Word user, columns may be used to create visual interest and cut down on page length.

With a few simple guidelines, you can create a unique and professional resume that won't get lost in a sea of cookie-cutter Microsoft Word templates. Don't go overboard with different fonts and styles, use bullet points to highlight your accomplishments, and keep it organized with headings and line spacing. When employers see your custom resume style, all you'll have to worry about is the interviews.