WHARTON MBA RESUME BOOK
FIXES TO THE TOP RESUME PROBLEMS
(for students using Microsoft Word)

1. ***Tables: How to Hide or Show Gridlines***
- The lines that you see on the resume template are not page breaks but are the table gridlines used to help structure the resume into the appropriate and appealing layout. These table lines are not solid, but are "grayed-out." When you upload your resume to the Resume Book System, it will be converted into a PDF version. In the PDF version (which is the only version viewed by employers) the lines are not visible. Additionally when you print the WORD version of the resume, the lines are not viewable.
- To hide or show gridlines, go to the DESIGN tab, click on BORDERS, and select VIEW GRIDLINES
- If you want to send the WORD version of your resume in "soft copy" as an email attachment and you'd like the "grayed-out" lines removed but you want to maintain the structure of the table, go to the DESIGN tab, click on BORDERS, and select VIEW GRIDLINES.

2. Page Count: To correct a two page resume
- Go to the individual blank lines that fall before (or after) each of your section headers. When your cursor is in each of those lines, change the font size to a smaller size that what you are using. Be sure to use a consistent font size between each of your section (e.g. EDUCATION, EXPERIENCE & ADDITIONAL EXPERIENCE) – you can use a font size as small as 4 or 5 or 6 if necessary.
- Put your address on fewer lines (e.g. have your email address and phone number share a line).
- To edit font size or type, go to the HOME tab and edit

3. ***Hyperlink Removal: To remove hyperlink from your email address***
- Remove the hyperlink in the email address by right-clicking on the email address and clicking REMOVE HYPERLINK.

4. ***Tables: How to add new cells or rows to an existing table***
- Put your cursor within the gridlines of where you want to add a new column or row. On the LAYOUT tab, look in the Rows and Columns section and click Rows Above or Rows Below, or Columns to the Left or Columns to the Right.
- To add multiple columns or rows, highlight the same number of columns or rows in your existing table as you want to insert, before following the insert a row or column instructions (listed above).
- To delete columns or rows, highlight the rows or columns to delete, and then, on the LAYOUT tab, point to Delete, and then click Rows or Columns or individual cells. To quickly delete the contents of an entire column or row, select the entire column or row and press backspace. Avoid deleting individual cells. A table is far more complicated to edit when its construction becomes complex. Remember that a table is an organizer — keep the structure simple to help keep your work simple.

5. *Tables: How to resize rows or columns in an existing table*
- If you want a different width or height for a column or row, rest the cursor over the right edge of the column or the bottom edge of the row until your cursor changes to a double-backed arrow. Then just click and drag to resize. Avoid selecting individual cells when you use this method to resize columns. When cells are selected within a column you're resizing, only the selection will change.
- To resize a row/column more precisely than dragging alone allows, hold the ALT key down while you drag. As you do this, you can also see the row/column height change on the horizontal/vertical ruler.
- Another more precise method for re-sizing cells and tables is within the LAYOUT tab (when cursor is within the table). Click on PROPERTIES, and edit table, column, row or cell as needed.

6. ***Bullet Problems: How to align bullets down the left side of the page***
- When working with bullets, it is often helpful to see the ruler on the top and sides of your document. To do so, go to the top left hand corner of the scroll bar and click the rectangular shaped box.
- Select/Highlight the paragraphs in which you want to change or correct your bullets. Use the cursor to move the markers on the horizontal ruler at the top of the page to align your bullets and text. Or can click the "Click the Bullets" icon (shown above) in the HOME tab or go to the PAGE LAYOUT tab and click on the small arrow found in the bottom right hand corner of the Paragraph section to format the indents and spacing areas.
- To ensure you are using the same round bullets throughout your document, select the bulleted list icon (or visit the HOME tab, Paragraph section) and click on the small arrow to scroll down and choose the appropriate bullet type. Please note according to the Wharton Resume Book Requirements only round bullets are permitted in your Wharton Resume.

7. ***Margins: How to adjust your margins to be compliant with Wharton Resume Book Requirements***

- On the PAGE LAYOUT tab, click Margins, and then select Custom Margins.
- Select the margin size option you want. Remember, for the Wharton resume book, you may not use margins smaller than ½ inch (.5) on all sides.