Word for Job Seekers

ELA AREA
PUBLIC LIBRARY

Word is the most common document creation and editing computer program. Most public libraries have either Word 2007, 2010, or 2013. This handout covers Word 2013. Microsoft Word 2013 can be purchased along with the rest of the Office Suite for about $140.00 (https://www.microsoftstore.com/store/msusa/en_US/pdp/Office-Home-Student-2016/productID.323023200?ICID=All_Office_ModO_HS16). There are also other versions including subscription versions available, but we recommend the $140.00 one which you buy once and can keep forever.

Things to consider while making your resume

Most resumes include *education, work history,* and *contact information*. If you have a *titles* or *certifications* you may want to include them as well. Some resumes include *goals* or *summaries*. All of this information needs to be easy to skim and read, so *fonts, size, bold/italics/underline, spacing, layout, line height,* and *margins* are also important. *File types* are also important to consider so that employers do not have any trouble printing and then reading your resume.

Font

Use the "Font" group in the home tab to change the size, color, and style of you text.

1. First, highlight the text you want to change by left clicking and dragging over it.
2. Apply the option you want to that text. For font and size, click the arrows to the right and then scroll through the list and pick an option. Color also works the same way. For **Bold**, *Italic*, and <u>Underline</u>, you only have to click on their respective buttons to change your text. Other options include ~~strikethrough~~, subscript, superscript, and increase/decrease size.
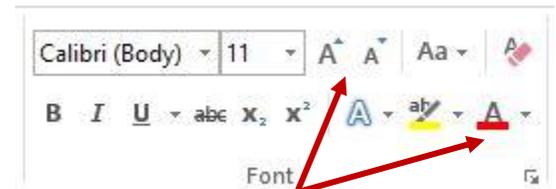
Remove Extra Spacing

By default, Word includes extra spacing between paragraphs. To remove all of the spacing and get total control of line height, you have to make sure the spacing is at 1.0 and remove any extra spacing before or after paragraphs.

1. Highlight your entire document, or make sure to do this first thing when you open up a new document.
2. In the Home tab, go to the Paragraph group, and single left click the spacing button.
3. Click 1.0, and then go back into the same menu a couple more times and click to make the last two options say "Add Space Before Paragraph" and "Add Space After Paragraph". This means there is currently no space before the paragraphs and that these buttons are ready for you to change your mind. (But you probably won't want to).
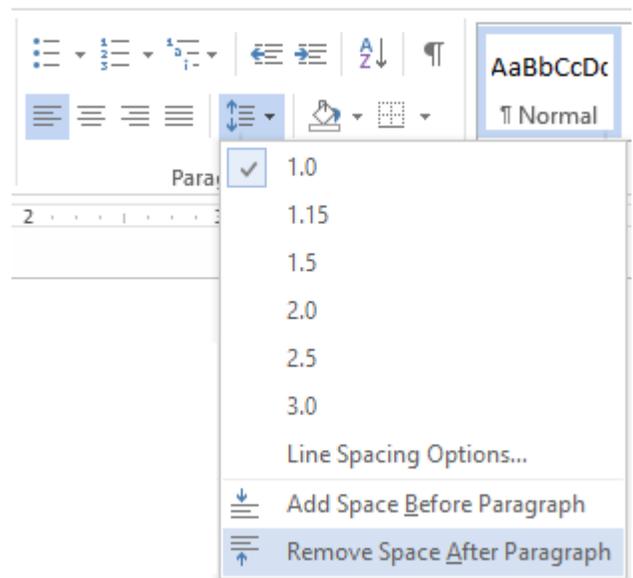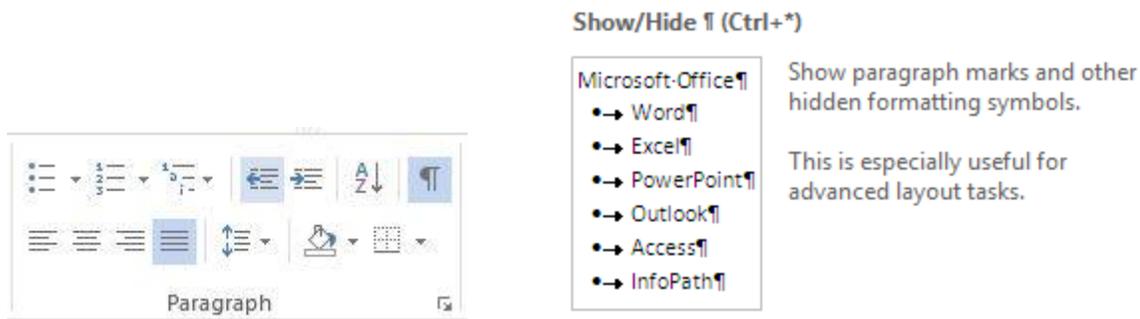
Manually Mess Around With Line Height

Another thing you can do to keep everything on one page is the unscientific 'manually mess around with line spacing.' You don't want to decrease the size of text so that it's unreadable, but you may be able to decrease the size of spaces

like the one between these two paragraphs to legibly keep everything on one page.

1. In the Home tab, go to the Paragraph group, and click the ¶ button.
2. Now that you can see all of your line markings, highlight one ¶ and then decrease its size by decreasing the number in the Font menu.

You can delete the value in here and type whatever you want, like 11.5 or 11.25, etc.

3. You may have to guess and check to see how small you need certain lines or what looks good. You can size and re-size blank lines as many times as you need.

Header/Footer

Headers and footers are also great ways to maximize the amount of space you have on a page. You can use the header for information such as address in cover letters or your name and contact info in a resume. Footers are great for placing your own contact information in cover letters or something spilling over onto a second page in a resume.

1. To get into the header or footer, double left click at the top or bottom of your page.
2. When in the header or footer, the rest of the page will go slightly grey.
3. By default, the header and footer will have tabs to align text to the left, center, and right.
4. You can do multiple lines in a header or footer just like in the rest of a Word document.
5. To get out of the header or footer, double left click anywhere in the middle of the page.

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Columned Sections of Pages

Maybe you want to have a two-column list of skills somewhere in your resume but you want the rest of the document to have no columns like normal. It's tricky, but Word can do this.

1. First, complete the section of the document you want above the columned section.
2. Hit enter once to make a bit of space between the previous section of the document and the columned section.
3. In the Page Layout tab, in the Page setup menu, click breaks, and then click continuous. This tells Microsoft Word you want to do something fancy with formatting without going to the next page.
4. Now, in the same Page Setup menu, Click Columns and then pick how many columns you want or click on More Columns to customize.
5. Type up the content you want in your first column.
6. When you want to switch to your second column, click into the Breaks menu, and then click, Column. This break will take you into the next column.
7. Type up the content you want in the second column.
8. In the Breaks menu, click continuous to tell Microsoft you are done with that section but still want to stay on the same page.
9. Word will assume that you also want the next section after the columned section to also have two columns, so to get out of that, go to the Columns menu and select one column.
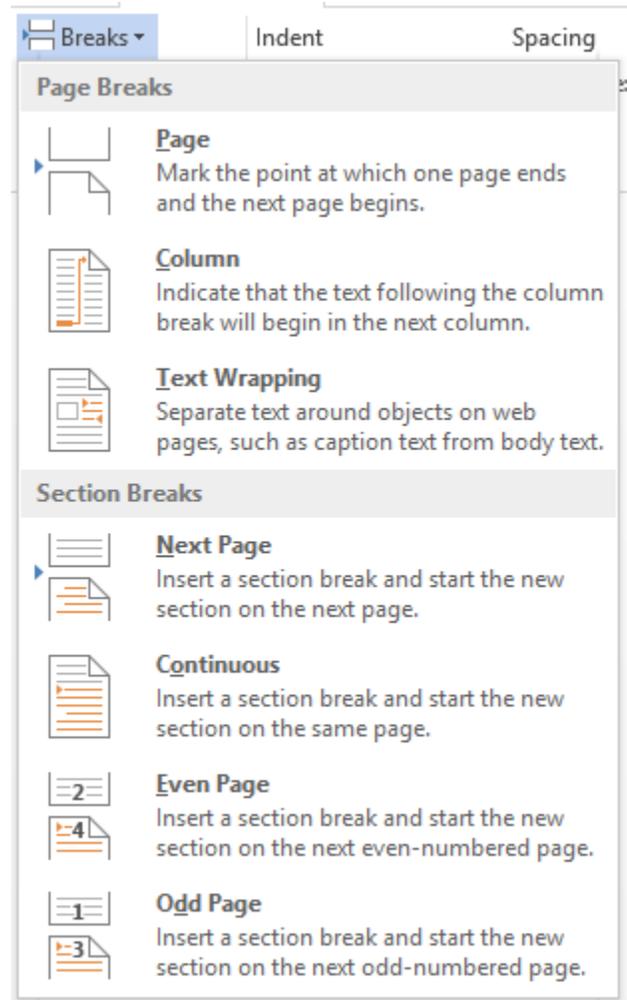
You may need to remove extra spacing Microsoft Word will put in by default between sections. To do this, highlight the space between your columned section and the next section. Then, in the home tab in the paragraph menu, click the spacing menu, and then make sure to click Remove Space After Paragraph.

You can also type out your whole document in one column, highlight a section you want to be two columns, go into Page Layout, and then pick the column option you want from the Column menu.

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Align content right

Often times, resumes have sections like this:

Employer name, *Job title*   Years worked there
Thing you did there 1, Thing you did there 2, Thing you did there 3.
Employer name, *Job title*   October 2002-November 2012
Thing you did there 1, Thing you did there 2, Thing you did there 3.

Notice how 'there' and '2012' don't line up exactly? It's close, but not perfect. We can fix that.
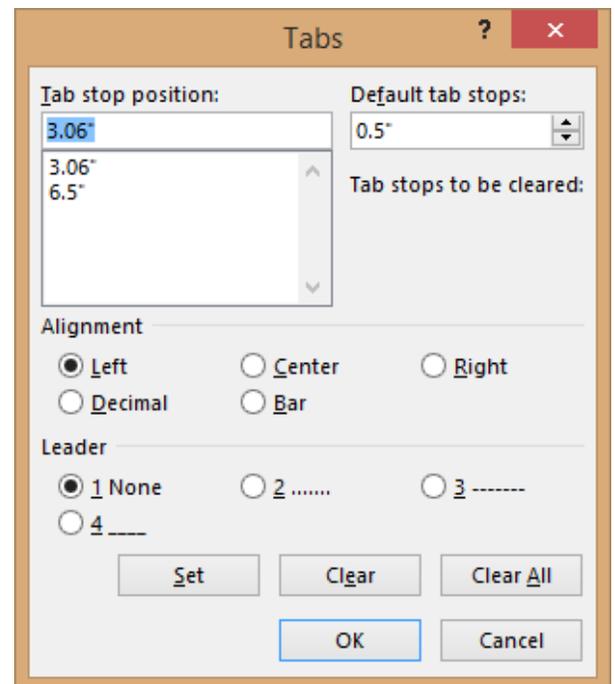
First we have to make Word show the Ruler
1. Click into the View tab
2. In the Show menu, left click to check Ruler (if it is not already)

Great! Now that we have Ruler checked, you should see it above your document.

Now we have to make a make a right tab.
1. Pick the line you want to fix.
2. Left click anywhere within the ruler to make a tab.
3. Double right click that tab to bring up its options.
4. Select 'Right' and then choose if you want any periods or dashes.
5. Click ok.
6. Click and drag to move the tab all the way to 6.5 on the ruler. (Or further to the right if you've changed the margins)
7. Type the text you want before the tab.
8. Hit tab
9. Start typing. Your text should align itself with the right edge as you type.

Tabs

Tab stop position:
3.06"
3.06"
6.5"

Default tab stops:
0.5"

Tab stops to be cleared:

Alignment
◉ Left   ◯ Center   ◯ Right
◯ Decimal   ◯ Bar

Leader
◉ 1 None   ◯ 2 ....   ◯ 3 -------
◯ 4 ____

Set   Clear   Clear All

OK   Cancel

Employer name, *Job title*   Years worked there
Thing you did there 1, Thing you did there 2, Thing you did there 3.
Other Employer name, *Job title*   October 2002-November 2012
Thing you did there 1, Thing you did there 2, Thing you did there 3.
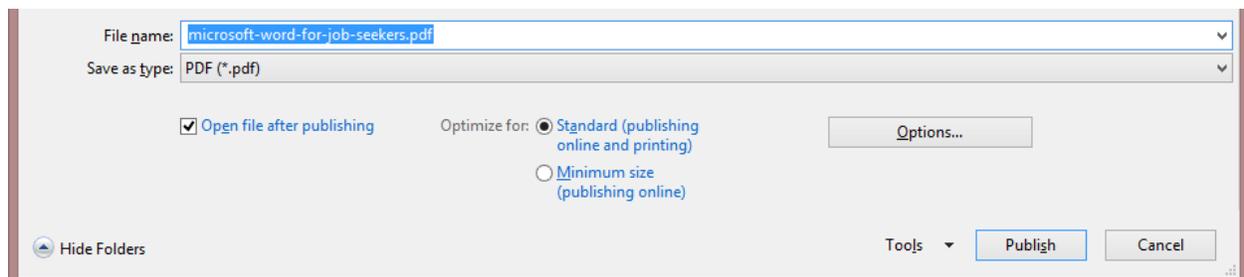
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Save as a .PDF file

PDF is a great file type for resumes because it is very difficult to modify. PDFs can't be accidentally modified and will print exactly as you design them.

1. Make sure your document is 100% complete. If you have to make any changes after saving as a PDF, you'll have to repeat steps 2-5
2. In the upper left, click the blue 'File' button.
3. Click "Export"
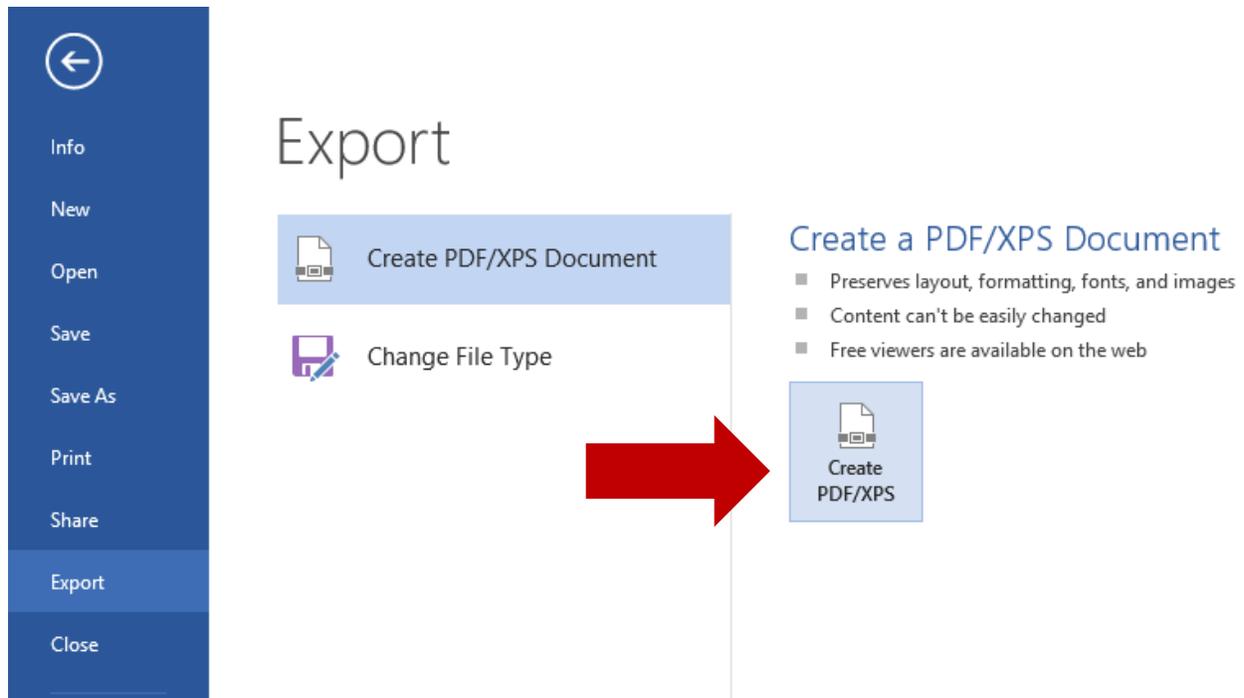
4. Click "Create PDF/XPS" on the right
5. Give your PDF a name, and then click "Publish"

The default "Export" file type is PDF. XPS is a sort of Microsoft competitor to PDF, which was created by Adobe. PDF is currently the better file type choice because more people have software to open and print it than XPS.

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Change Margins

Margins are the blank spaces on the sides of a Word document. These spaces make documents easy to read and also make sure all content can be printed out correctly. Standard printers have limits of how close to the edge of the page they can get (unless you have a very fancy printer). In Microsoft Word 2013, the default margins are 1" from the top, bottom, left, and right.

Margins apply to your whole document by default. So there's no need to highlight anything to change margins.

1. Go into the Page Layout tab in the ribbon.
2. In the first group, "Page Setup" click the arrow below "Margins"
3. You can select one of the pre-set options or manually set up your margins in the "Custom Margins…" menu.

If you've changed margins before, Word will remember your "Last Custom Setting" which is nice if you have different resumes for different types of jobs.

We recommend the "Narrow" preset margins option. If you are customizing margins, it is probably best to stay at least .25" or .3" away from the edge of the page.

Also, keep in mind that headers and footers take up extra space at the top and bottom of documents. If you use headers and footers, they will be at your top and bottom margins, rather than the non-header footer content of your document.
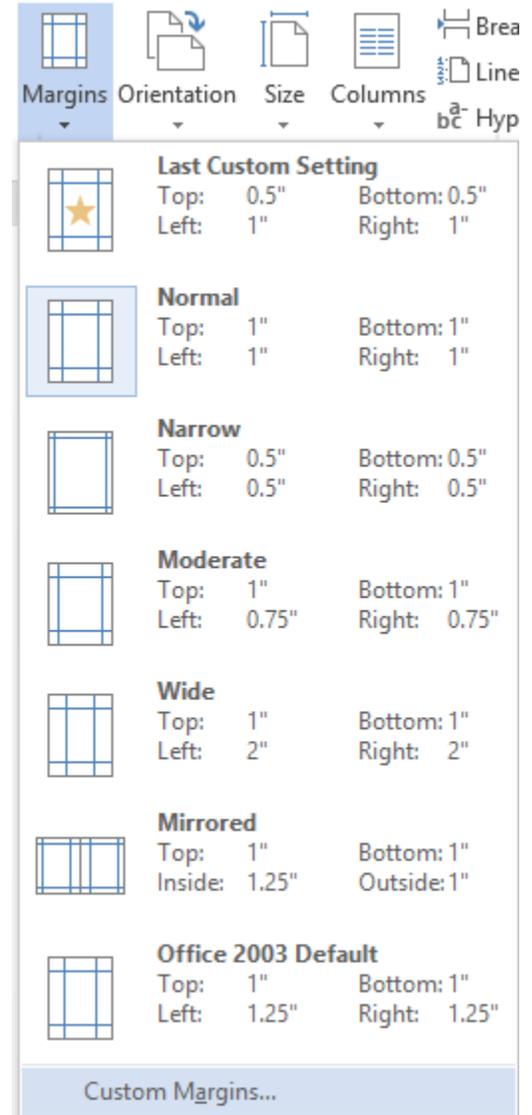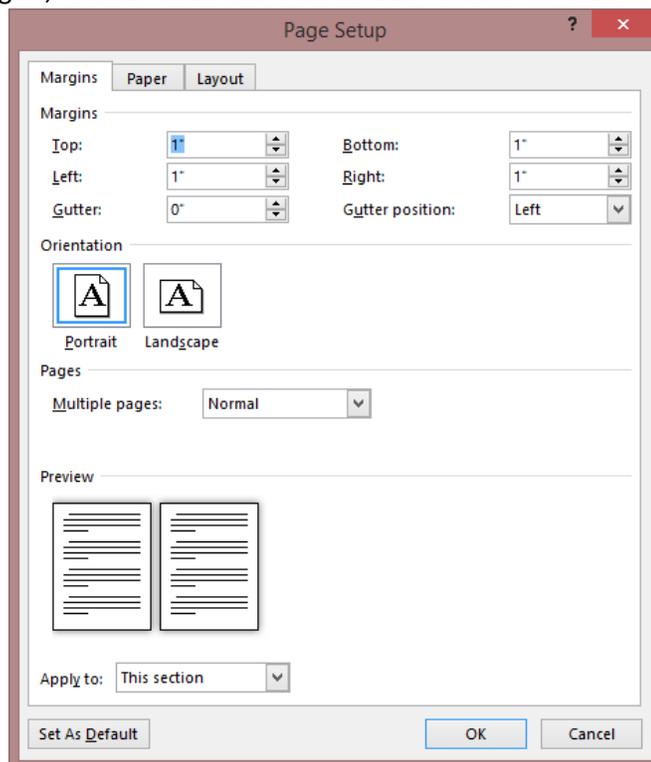
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John X. Doe A+ (title) | 275 Mohawk Trail, Lake Zurich, IL 60047| (847) 438-3433

jxdoe@email.com | jxdoe.com | jxdoe.tumblr.com| @jxdoe

EDUCATION
University of State
Formal Name of Department-Month 2011, [Degree abbreviation/name] in [Degree topic]

EXPERIENCE
Employer Name, YOUR TITLE   *Time you-worked there*
What you did at this employer, most important thing, 2nd most important thing, 3rd most important thing, 4th most important thing, 5th most important thing

Random Free Library, REFERENCE LIBRARIAN / COMPUTER WIZARD   *June 2014-present*
Reference and readers' advisory, computer classes, ereader and tablet instruction, makerspace

Ernest Cline Public Library, DIGITAL AWESOMENESS LIBRARIAN   *April 2014-June 2014*
Staff tech demos and training, database reporting, tech instruction handouts, administration

skooB Public Library, ADULT SERVICES LIBRARIAN   *May 2011-March 2012*
Website updates and maintenance, programming, collection development, displays

District Library, ADULT SERVICES INTERN   *January-September 2013*
Streamlined newsletter production process, group technology classes, designed handouts, weeding

Town Library, LIBRARY INTERN   *May-August 2013*
Led OCR digitization of local history materials, trained volunteers, facilitated summer reading activities

College Library, METADATA ASSOCIATE   *January-May 2012*
Digital index creation, XML authoring, metadata editing

COMMUNITY SERVICE
Technology Club, Volunteer Director, 2011-2012   Member, 2008-12
Recruited, organized, trained volunteers for elderly home tech instruction program; marketed events

SKILLS

- Responsive customer service, and reference and readers' advisory
- Patron and staff 1-on-1 and group technology instruction
- Creating handouts and displays
- Learning and teaching technologies quickly

- Social media like Facebook, Twitter, Tumblr and Emedia like OverDrive, Zinio
- CompTIA A+ Certified in computer software and hardware repair (see 'title' at top by name)
- Microsoft Office/Google Drive
- Apple iOS, Google Android, Windows XP-8, many tablets and ereaders