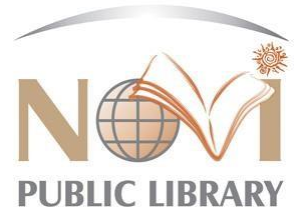


Create Your Résumé on our Template



Create Your Résumé on Our Template.....	2
General Résumé Tips	2
Which Résumé Format Should I Choose?.....	2
Working with our Template – Formatting Tables in Microsoft Word	3
Adding a row.....	3
View the Gridlines.....	4
Changing Cell Borders in a Table	5
Saving and Sending Your Résumé.....	6

Create Your Résumé on Our Template

The Novi Library has provided three basic résumé templates for you to edit and make your own. Simply click on the links, open the document and put in your own information. The basic formatting structure is done for you. You can add rows or sections where you want by following directions elsewhere in this document.

Keep in mind that your résumé represents you to potential employers. Employers will see hundreds of applicants in a job market like this. They look for any easy way to narrow down the applicant pool. Don't let yours get tossed aside for simple mistakes. Your résumé should be clean, clear, concise and professional.

General Résumé Tips

- Grammar, punctuation and spelling all matter. Stay consistent in capitalization, present/past tense, formatting, spacing, etc.
- Use a professional sounding e-mail address and leave your personal e-mail out of it. It takes mere minutes to create a new e-mail address dedicated to professional correspondence. "Fluffykitten123@aol.com" will not get many responses.
- Use action verbs instead of passive verbs for job descriptions.
- Have someone else proof-read your résumé. A fresh set of eyes will catch something you may have passed over 100 times.
- Customize each résumé you send out. Focus on the employer's needs. Show why you are a good fit for that particular posting.
- Match up some of the keywords in the job posting. Many employers use software that scans incoming résumés for these keywords. If you use the wrong words, your résumé may be left out.
- Any potential employer will search for you on the web. Before you send out your résumé, make sure your online presence doesn't have anything that will compromise your position – Check that your Facebook posts/photos are not too unprofessional.

Which Résumé Format Should I Choose?

Chronological	Functional	Hybrid
<ul style="list-style-type: none">• Is the most commonly used format for résumés• Lists the most recent experience first• Shows upward progression in one field	<ul style="list-style-type: none">• Highlights skill sets over experience• Ideal for those entering the job market for the first time or those with employment gaps• Demonstrates transferable skills across professions• Shows a wide variety of work experience	<ul style="list-style-type: none">• Emphasizes relevant & related work• Works well with limited or varied work experiences such as temporary or freelance work• Jobs & dates are merely listed instead of detailed because skills & experiences are shown separately

Formatting Tables in Microsoft Word

Use our basic résumé templates and fill in your own information. Rename sections, add/delete rows where needed, play with the spacing and layout as you wish. Follow these steps to make it easier.

Adding a row

1. Click inside the table, then select layout in the ribbon at the top of the window.
2. In the rows & columns section, you can add or delete rows & columns as you wish

NOTE: The newly inserted rows will show up with the same margins and number of columns as the rows. In the new row, you can also merge or split cells to get the number of columns you need.

The screenshot displays the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Layout' tab is selected, showing options for 'Rows & Columns' (Delete, Insert Above, Insert Below, Insert Left, Insert Right), 'Merge' (Merge Cells, Split Cells, Split Table), 'Cell Size' (AutoFit), 'Alignment' (Text Direction, Margins), and 'Data' (Sort, Repeat Header Rows, Convert to Text, Formula). The document content includes contact information for 'JohnQPublic@Gmail.com' and a resume template with sections for 'Objective (optional)', 'Education', and 'Employment History / Experience'. The 'Employment History / Experience' section is currently selected, showing a table with columns for 'COMPANY TITLE', 'Job Title', and 'City, State'.

COMPANY TITLE	Job Title	City, State
	• EXAMPLE: Increased sales 17% over previous year • Developed outreach relationship with community leaders • Merged departments for more efficient process	2011-Current
	• Job description & accomplishments • Job description & accomplishments • Job description & accomplishments	2010-2011

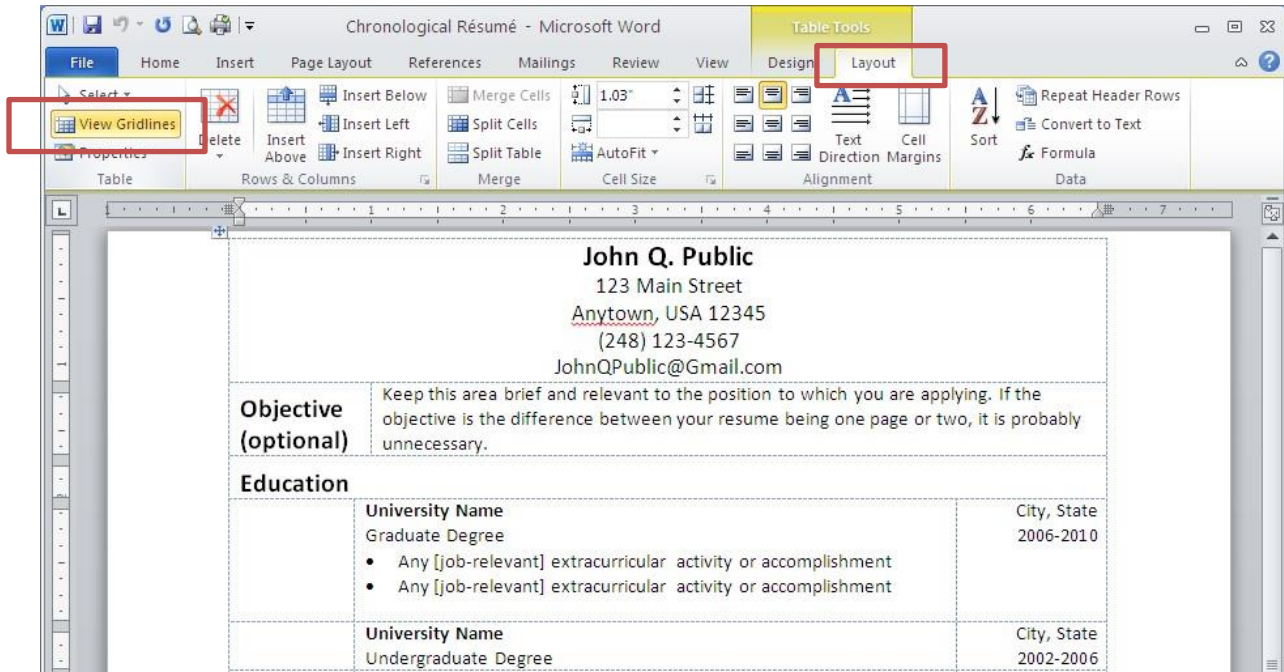
View the Gridlines

Viewing the gridlines is a helpful tool when you're creating your Résumé, applying formatting, and adding/deleting rows. They allow you to see where one cell within the table ends and the next cell starts.

NOTE: The gridlines are visible on the screen, but they do NOT show up in the print preview.

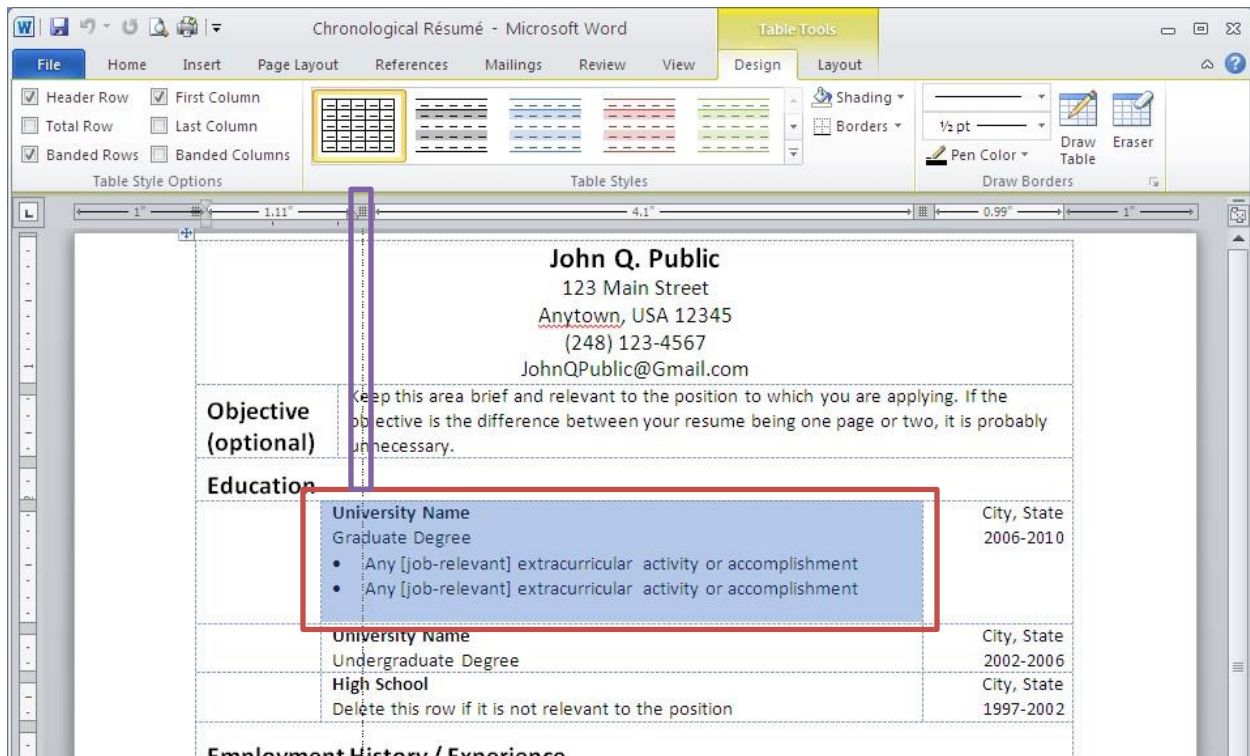
To toggle the gridlines on or off:

1. Click anywhere inside the table
2. In the ribbon at the very top of the window, click on layout 3.
3. Click "view gridlines" on the very left side



Changing Cell Borders in a Table

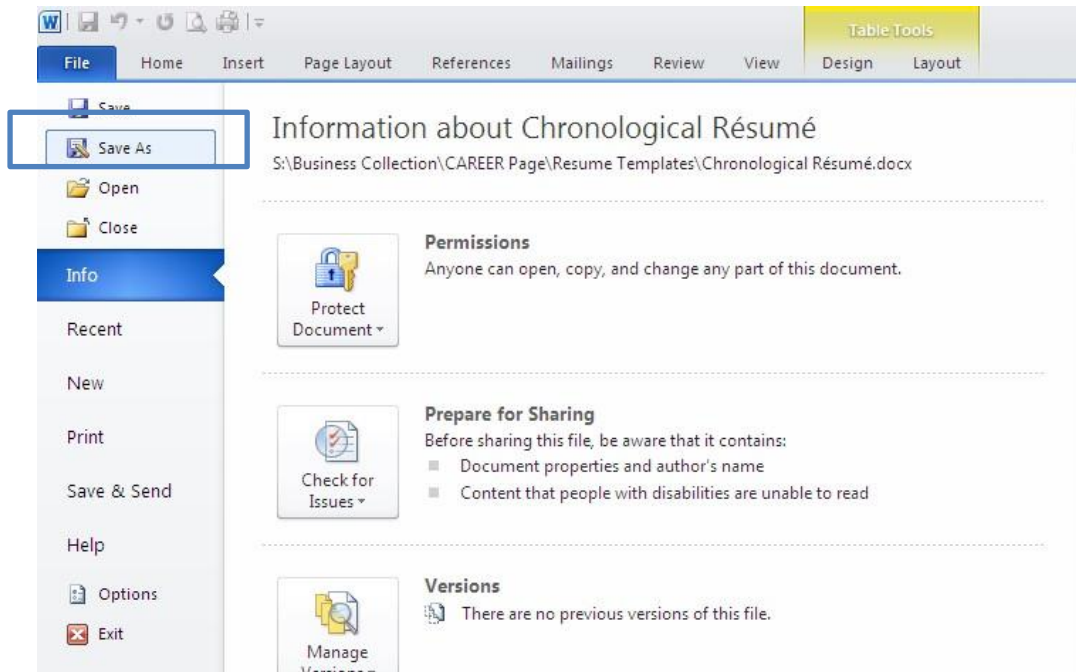
Select the table cell or range of cells that you want to adjust [the red box in the image below]. Mouse over the cell border until the cursor changes to a vertical/horizontal line with arrows on both sides - this is where you can adjust the border by dragging the dashed line [inside the purple box in the image below]



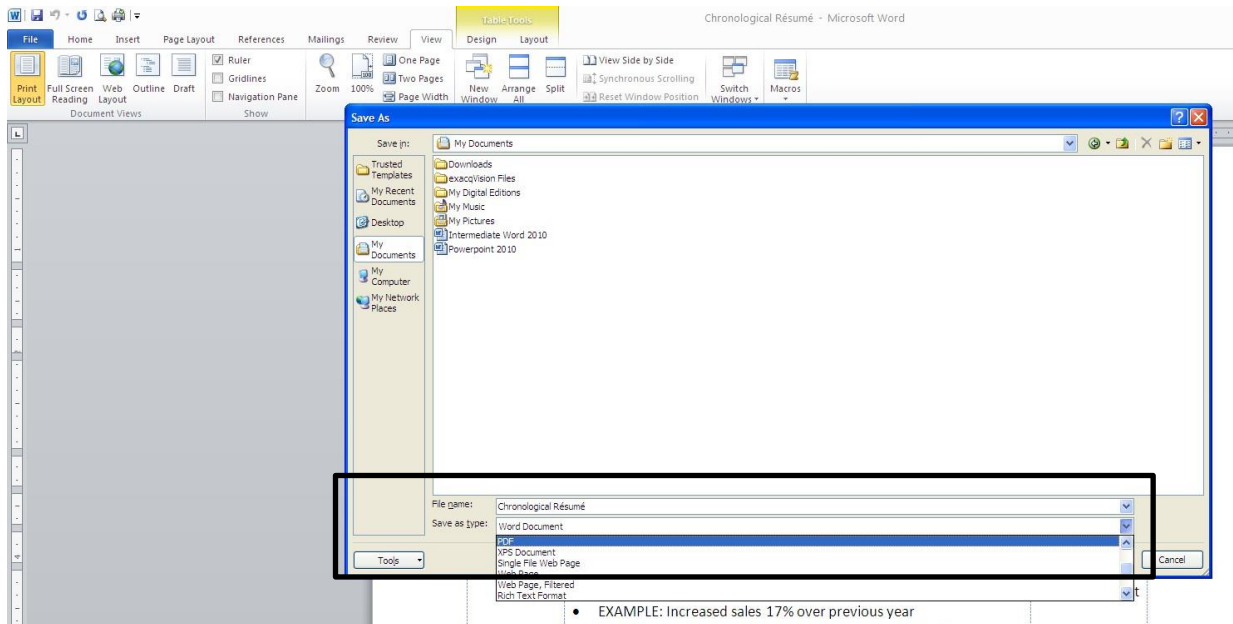
NOTE: In this case, only the borders of the highlighted cell will be adjusted.

Saving & Sending Your Résumé

When sending to an employer, save your Résumé as a PDF. Click on File (or the Office Button, depending which version of Word you're running) in the top left corner and select Save As.



Now name your file and select PDF from the “Save as Type” menu.



The copy you send out to prospective employers should be in PDF format. Keep a copy of your résumé in Word format for yourself to easily make changes the next time you need to.