

Creating a Resume

Follow the directions below to create a resume from scratch. **Read through each individual direction before performing it**, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the **insertion point** (cursor) is blinking. Always make sure the **insertion point** is where you want the text to be entered. To move the location of the **insertion point**, move the mouse pointer and click or use the arrow keys on the keyboard.

Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the **Undo** command on the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A **ToolTip** appears describing the command's function.

Part One: Entering Text

1. Open a new blank word document. Go back to the lessons page and open the **Resume Info** document.
2. Make sure the font on your blank document is Calibri and the font size is 11
3. Type **Jane Johnson**
4. Press Enter once
5. Type **507 Meadowview Ln. Dream, TX 70777 570.175.9379**
JJohnson@tmail.com
6. Press enter twice
7. Type **Key Qualifications**
8. Press enter once
9. Highlight the text under the title *Qualification Summary* from the "Resume Info" document and Copy using Ctrl+C.
10. Paste it in your blank document under *Key Qualifications* using Ctrl+V.

11. Make sure your insertion point is blinking on a new line.
12. Type **Professional Experience**
13. Press Enter twice
14. Type **Peace Corps Guatemala City, Guatemala**
15. Move your insertion point between “Corps” and “Guatemala” and press the *Tab* key 8 times then press your *space bar* until Guatemala is at the end of that line.
16. Press the *End* key on your keyboard and press Enter once.
17. Type **Health Education Facilitator Jan. 2006-June 2008**
18. Move your insertion point between “Facilitator” and “Jan.” and press the *Tab* key 7 times then press your *space bar* until 2008 is at the end of that line.
19. Press the *End* key on your keyboard and press Enter once.
20. Highlight the text under the title “Work Experience 1” from *the Resume Info* document and Copy using Ctrl+C.
21. Paste it in your blank document under *Health Education Facilitator* using Ctrl+V.
22. Make sure your insertion point is blinking on a new line.
23. Type **Brighton Hospital Pharmacy Paris, WA**
24. Move your insertion point between “Pharmacy” and “Paris” and press the *Tab* key 8 times then press your *space bar* until WA is at the end of that line.
25. Press the *End* key on your keyboard and press Enter once.
26. Type **Pharmacy Technician Intern Aug. 2005-Dec. 2005**
27. Move your insertion point between “Intern” and “Aug.” and press the *Tab* key 7 times then press your *space bar* until 2005 is at the end of that line.
28. Press the *End* key on your keyboard and press Enter once.
29. Highlight the text under the title “Work Experience 2” from *the Resume Info* document and Copy using Ctrl+C.
30. Paste it in your blank document under *Pharmacy Technician Intern* using Ctrl+V.

31. Make sure your insertion point is blinking on a new line.
- 32. Type Community Health Care Tacoma, WA**
33. Move your insertion point between “Care” and “Tacoma” and press the *Tab* key 8 times then press your space bar until WA is at the end of that line.
34. Press the *End* key on your keyboard and press Enter once.
- 35. Type Interpreter/Scheduler (Temporary) Jan. 2004-May 2005**
36. Move your insertion point between "(Temporary)" and “Jan.” and press the *Tab* key 6 times then press your space bar until 2005 is at the end of that line.
37. Press the *End* key on your keyboard and press Enter once.
38. Highlight the text under the title “Work Experience 3” from *the Resume Info* document and Copy using Ctrl+C.
39. Paste it in your blank document under *Interpreter/Scheduler (Temporary)* using Ctrl+V.
40. Make sure your insertion point is blinking on a new line.
- 41. Type Tacoma General Hospital Tacoma, WA**
42. Move your insertion point between “Hospital” and “Tacoma” and press the *Tab* key 8 times then press your space bar until WA is at the end of that line.
43. Press the *End* key on your keyboard and press Enter once.
- 44. Type Unit Secretary June 2003-May 2004**
45. Move your insertion point between "Secretary" and “June” and press the *Tab* key 9 times then press your space bar until 2004 is at the end of that line.
46. Press the *End* key on your keyboard and press Enter once.
47. Highlight the text under the title “Work Experience 4” from *the Resume Info* document and Copy using Ctrl+C.
48. Paste it in your blank document under *Unit Secretary* using Ctrl+V.
49. Make sure your insertion point is blinking on a new line.
50. Type **Education**
51. Press Enter twice

52. Type **Pacific Lutheran University-Tacoma, WA**

53. Press Enter once

54. Type **Bachelor of Arts, Biology May 2003**

55. Move your insertion point between “Biology” and “May” and press the *Tab* key 8 times then press your space bar until 2003 is at the end of that line.

56. Press the *End* key on your keyboard and press Enter once.

57. Type **Minor: Psychology**

58. Press Enter once

59. Type **Graduated with high honors (3.75/4.0 cumulative GPA)**

60. Press Enter twice

61. Type **Universidad de San Francisco-Quito, Ecuador Fall 2001**

62. Move your insertion point between “Ecuador” and “Fall” and press the *Tab* key 6 times then press your space bar until 2001 is at the end of that line.

63. Press the *End* key on your keyboard and press Enter once.

64. Type **Study abroad program, including language and culture coursework**

65. Press Enter twice

66. Type **Technical Skills**

67. Press Enter once

68. Highlight the text under the title “Specialized Skills” from the *Resume Info* document and Copy using Ctrl+C.

69. Paste it in your blank document under *Technical Skills* using Ctrl+V.

Part Two: Formatting Text

1. Scroll back up to the top of your document.
2. Highlight **Jane Johnson** and change the font size to 24
3. Highlight Jane Johnson and the contact information and center it by clicking the **Center** command in the *Paragraph* group.
4. Un-highlight the text by putting your insertion point after “70777”
5. Press the space bar once.
6. Click on the *Insert* tab, and click on the **Symbol** command in the *Symbols* group.

7. Select **More Symbols...** In the dialog box that opens, click on the arrow next to the box that says *Subset*:. In the drop down menu, select "General Punctuation."
8. You should see a black bullet as an option in the panel. If not scroll down using the scroll bar on the right until you do.
9. Click on the black bullet and click *Insert*.
10. Now move your insertion point after the phone number and press your space bar once.
11. Click insert again in the dialog box that is still open.
12. Close the Symbol dialog box by clicking the X in the top right corner.
13. Highlight **Key Qualifications**, click on the Home tab, make the font size 14 and Bold the lettering.
14. While it is still highlighted click on the arrow next to the **Border** command in the *Paragraph* group. From the drop down menu, select Bottom Border. A line should appear under key qualifications.
15. Highlight **Professional Experience**, click on the Home tab, make the font size 14 and Bold the lettering.
16. While it is still highlighted click on the **Border** command in the *Paragraph* group. A line should appear under professional experience.
17. Highlight **Education**, click on the Home tab, make the font size 14 and Bold the lettering.
18. While it is still highlighted click on the **Border** command in the *Paragraph* group. A line should appear under education.
19. Highlight **Technical Skills**, click on the Home tab, make the font size 14 and Bold the lettering.
20. While it is still highlighted click on the **Border** command in the *Paragraph* group. A line should appear under technical skills.
21. Now highlight the text under the *Key Qualifications* Section.
22. Go to your Home tab and click on the arrow next to the **Bullets** command to open a drop down menu of bullet style options.
23. Select the black circle or the black square, whichever you prefer.

24. Highlight "Peace Corps" and make it bold.
25. Highlight the line "Health Education Facilitator Jan. 2006-June2008" and italicize it.
26. Now highlight the job experience listed in the Peace Corps section.
27. Click on the **Bullets** command. It will put whichever bullets you've chosen for your document to have.
28. Highlight "Brighton Hospital Pharmacy" and make it bold.
29. Highlight the line "Pharmacy Technician Intern Aug. 2005-Dec. 2005" and italicize it.
30. Now highlight the job experience listed in the Brighton Hospital Pharmacy section.
31. Click on the **Bullets** command.
32. Highlight "Community Health Care" and make it bold.
33. Highlight the line "Interpreter/Scheduler (Temporary) Jan. 2004-May 2005" and italicize it.
34. Now highlight the job experience listed in the Community Health Care section.
35. Click on the **Bullets** command.
36. Highlight "Tacoma General Hospital" and make it bold.
37. Highlight the line "Unit Secretary June 2003-May 2004" and italicize it.
38. Now highlight the job experience listed in the Tacoma General Hospital section.
39. Click on the **Bullets** command.
40. Highlight "Pacific Lutheran University" under the *Education* section and make it bold.
41. Highlight the line "Bachelor of Arts, Biology May 2003" and italicize it.
42. Highlight "Universidad de San Francisco" and make it bold.
43. Highlight "Fall 2001" and italicize it.
44. Highlight the skills listed under "Technical Skills"
45. Click the **Bullets** command button.

46. Highlight the entire document by clicking the **Select** command in the *Editing Group*, then “Select All”
47. Click on the **Dialog Launcher** for the *Paragraph* group.
48. Checkmark the box that says “*Don’t add space between paragraphs of the same style*” and click Ok.

Part Three: Proofread and Save

1. Click on the Review tab and do a Spelling & Grammar check
2. Click on the File tab and Save.
3. Name the resume “Jane Johnson Resume” and click Save.
4. Click on the File tab again and click Save as.
5. Change the file type to a PDF then click Save.

Whenever you send off a resume you want the file to have your name in it so the employer knows immediately whose information they’re looking it. Same goes for a cover letter. The benefit of saving and uploading your resume as a pdf is that the chance of the employer being unable to open it is eliminated. Some companies may have older versions of office that could cause compatibility issues when trying to open a word resume. A pdf format is more universal.

Completed Exercise

Jane Johnson

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Key Qualifications

- Dedicated professional with 3 years of experience in domestic and international public health
- Excellent oral and written communication skills, in both Spanish and English
- Proven flexibility, resourcefulness, and ability to excel with minimal supervision

Professional Experience

Peace Corps Guatemala City, Guatemala
Health Education Facilitator Jan. 2008-June 2008

- Facilitated school health program designed to reduce common illnesses and diseases among school-age children in rural Guatemala
- Evaluated program effectiveness encompassing 15 teachers and 300 students
- Managed distribution of funds from the U.S. for 5 scholarship recipients
- Created social maps for water and sanitation project in community of 300 beneficiaries
- Collaborated with local health ministry to plan and implement comprehensive HIV/AIDS training for over 50 village women

Brighton Hospital Pharmacy Pana, WA
Pharmacy Technician Intern Aug. 2008-Dec. 2008

- Provided efficient and effective client care; pre-filled insulin syringes; prepared IVs
- Compounded creams and suspensions for use on specific nursing home patients
- Required attention to detail, and broad knowledge of over 200 commonly used medications

Community Health Care Tacoma, WA
Interpreter/Scheduler (Temporary) Jan. 2004- May 2005

- Provided Spanish/English interpretation services between staff and patients
- Facilitated client access to broad range of clinical services
- Scheduled appointments and maintained accurate records

Tacoma General Hospital Tacoma, WA
Unit Secretary June 2003-May 2004

- Independently handled information requests for doctors and nurses in ICU
- Maintained patient charts; filed reports and test results; scheduled lab work
- Transcribed doctors' orders and managed patient admits
- Required sensitivity and a commitment to confidentiality in dealing with diverse health issues

Education

Pacific Lutheran University-Tacoma, WA
Bachelor of Arts, Biology May 2005
Minor: Psychology
Graduated with high honors (3.75/4.0 cumulative GPA)

Universidad de San Francisco-Quito, Ecuador Fall 2005
Study abroad program, including language and culture coursework

Specialized Skills & Certifications

- Computers: Proficient in Microsoft PowerPoint, Word, Excel and Publisher
- Languages: Fluent Spanish (oral and written); basic Nepali
- Certified in American Red Cross CPR & First Aid (2007)
- Trainings: Foundation Center Project Proposal/Grant Writing workshop (Feb. 2007); Budgeting/Financial Management workshop (2006)