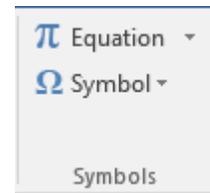# Resume Formatting: Creating a Template

The Header and Professional Objective

- Under the Insert tab, click on Table, and then create a table with two rows and a single column
- Place the cursor in the first row, and then click on the home tab.
- Under the Home tab and within the Paragraph section, click on the Center Icon. This will place the cursor at the center of the first row.
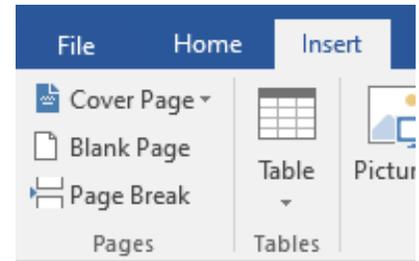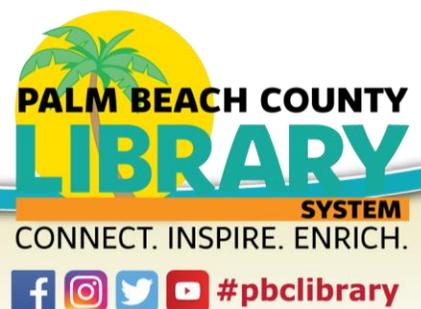
- Now type in *FIRST NAME* and *LAST NAME*
- Hit the Enter key and type in *Address* and then hit the space bar once
- To add a little center dot after *Address*, click on the insert tab and then click Symbols. The very first symbol should be dot, click on it to add it. After adding the dot symbol, hit space and write *Phone.*
- Hit Enter and enter *Email, LinkedIn, Twitter/Blog/ Portfolio* and use the dot symbol in between them.
- After that, click on the next row, and we are also going to center this row as well.
- For now just write in *Replace this Text with a Summary/Professional Objective*
  - This is where you use a sentence to summarize your intentions and accomplishments.
- Finally, if you hover the mouse over the table you should see a 4 sided arrow tipped cross on the top left corner of the table. This will highlight the whole table for you.

- Now click on the drop down arrow next to the borders icon, which is in the Paragraph section.

FIRST NAME LAST NAME
Address • Phone
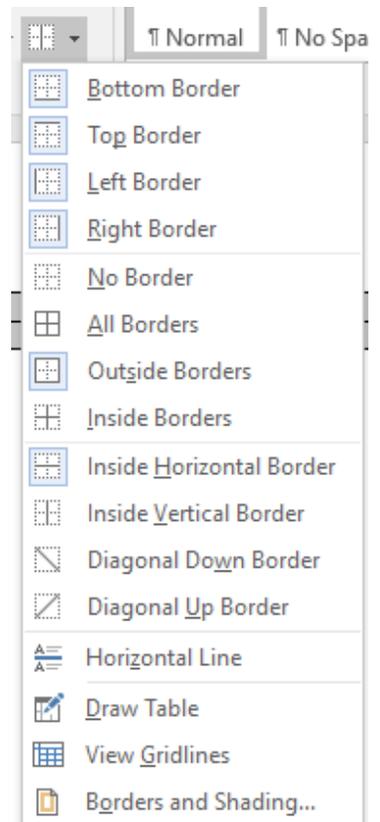Email • LinkedIn • Twitter/Blog/Portfolio

Replace this text with your own summary

- Now click on No Border, then go back and click on Bottom Border. You should now have a line beneath your Summary/Professional Objective.

FIRST NAME LAST NAME
Address • Phone
Email • LinkedIn • Twitter/Blog/Portfolio

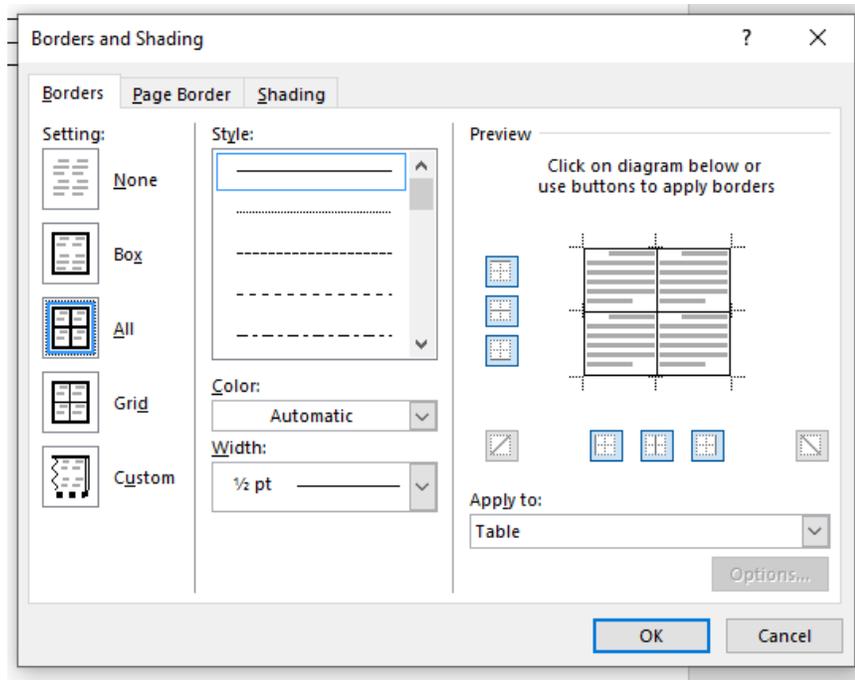Replace this text with your own summary

Experience

- Unclick the table and make sure the cursor is placed at the end of the table, then hit enter, to create a new line. Now write *Experience*
- Hit enter, and now create a table with 2 rows and 2 columns.
- In the first row and first column type in *Job Title, Company,* Next hit enter and click on the bullets icon. Type *Responsibities*, hit enter, *And,* hit enter, and finally type *Achievements*. Bold *Job Title, Company, Date From – To*
- Do the same steps but in the second row and first column
- In the first row and second column enter *Date From – To*
- Do the same for the second row and second column
- Once again, click on the 4 sided arrow tipped cross at the top left corner of the table to highlight the whole table. Then, click on the drop down arrow next to the borders icon, and click on No Border. Finally, go back to the borders icon and click on Left Border.
- To add a design to the table, click on the borders icon. Then click on Borders and Shading. Click a design you would like to use, colors, and weight. If it does not show up, you have to go

¶ Normal   ¶ No Spa

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

back to Border and Shading, make your choices again, but in the preview click the left border icon to turn off and then click it again to bring it back.

Experience

Job Title, **Company**   Date From - To
- Responsibilities
- And
- Achievements

Job Title, **Company**   Date From - To
- Responsibilities
- And
- Achievements

Education

- Unclick the table and make sure the cursor is placed at the end of the table, then hit enter, to create a new line. Now write *Education.*
- Create a Table like the Experience table
- Now for the first row and first column type in *Degree Title, School.* Bold the text.
- Then hit enter, on this line, click on the Bullets icon. Enter *GPA, Awards, Honors, Coursework.* At each Bullet.
- In the first row and second column enter *Month Year.* Bold the Text.

Education

Degree Title, School   Month Year
- GPA
- Awards
- Honors
- Coursework

Skills

- Unclick the table and make sure the cursor is placed at the end of the table, then hit enter, to create a new line. Now write *Skills*
- Create a 1 row and 2 or 3 column table. (Depends on the number of skills you want to list)
- In each column, create a bullet with the Bullets icon. Then at each bullet, enter this text: *List your strengths that are relevant to the role you are applying for*.

Skills

- List your strengths that are relevant to the role you are applying for.
- List your strengths that are relevant to the role you are applying for.

Thank you for Attending!