

Using a Template

Follow the directions below to format and edit a resume template. **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 **bracketed text** is. 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 in 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.

Words used throughout document

Select/Click: click once on a command or area in the document

Highlight: hold the left click down and drag over the text you want to edit

Part One: Copy, Paste, and Edit

1. To open a resume template, click on the **File** tab at the top left of the window and then on *New*. Click on "Resumes and CVs" in the templates menu on the right, then click on "Basic Resumes."
2. Select **Chronological Resume (Traditional Design)** and double click to open or press download in the preview pane to the right.
3. Once you have the template open go back to the lessons page and open the file titled "Old Resume" by clicking on it. You should now have the template and the "Old Resume" file open. Hover over the Word icon in the taskbar at the bottom of your desktop to see small previews of both documents and click on your template.
4. Click on the *[Your Name]* box and type **Jane Johnson**

5. Click on the *[Street Address]* box and type **507 Meadowview Ln.**
6. Click on the *[City, St Zip code]* box and type **Dream, TX 70777**
7. Click on the *[Phone]* box and type **570.175.9379**
8. Click on the *[E-mail]* box and type **JJohnson@tmail.com**
9. Highlight the word “Objective” and type **Key Qualifications** in its place.
10. Go to the *Old Resume* document by clicking on it in the taskbar and *Copy* the information under “Summary of Qualifications” by highlighting all of the lines and using your right click menu options
11. Click back to your template, click on [**Describe your career goal or ideal job**] to highlight it, then right click on it and paste using the “*Merge Formatting*” paste function.
12. Eliminate the extra space underneath the “Key Qualifications” section by pressing your backspace key once.
13. Highlight the pasted text and change the bullets to black squares by clicking on the arrow next to the **Bullets** command in the *Paragraph* group. A list of bullet symbols will drop down. Select the black square.
- 14.
15. **Note:** When working on your own resume sometimes the formatting on the text that you are copying and pasting is so different that it’s better to remove all formatting off of the text after you paste it. Try this by looking in the *Styles* group and clicking the **More** button which is located underneath the scroll bar to the left of the *Change Styles* command. Select Clear Formatting. Notice how it removes the bullets and spacing. This gives you “clean text” which means the text looks how it would look if you’d typed it in a new document.
16. Click the *Undo* command
17. Put your insertion point in front of the title “Experience” and type **Professional.**
18. To enter information more easily you will now put both documents up on the screen at the same time. Do this by clicking in the space at the top of your template window, above the tabs, and dragging the window all the

way over to the right until transparent box springs up, then let go. Do the same with the Old Resume document but drag it all the way over to the left. They should now be side by side.

19. Fill in the **[dates of employment]**, **[company name]**, **[city, st]**, and **[job title]** boxes using the information under “Work History” from the *Old Resume* document. You will click on each box and type the information instead of using copy and paste. Type in the **most recent job** first (hint: look at the date of employment) from the *Old Resume*.
20. Highlight the bulleted job description under the ‘Information System Specialist’ job on the *Old Resume* and **Copy** using your right click menu options.
21. Highlight all three **[job responsibility/achievement]** boxes on your template under the corresponding job, right click on the boxes and paste using the “Merge List” paste option.
22. Your insertion point should be blinking in front of an empty bullet. Get rid of the extra bullet and space by pressing your backspace key 5 times
23. Highlight the bulleted job description under the ‘Library Clerk’ job on the *Old Resume* and **Copy** using your right click menu options.
24. Highlight all three **[job responsibility/achievement]** boxes on your template under the corresponding job, right click on the boxes and paste using the “Merge List” paste option.
25. Your insertion point should be blinking in front of an empty bullet. Get rid of the extra bullet and space by pressing your backspace key 5 times
26. Highlight the bulleted job description under the ‘Administrative Assistant’ job on the *Old Resume* and **Copy** using your right click menu options.
27. Highlight all three **[job responsibility/achievement]** boxes on your template under the corresponding job, right click on the boxes and paste using the “Merge List” paste option.
28. Your insertion point should be blinking in front of an empty bullet. Get rid of the extra bullet and space by pressing your backspace key 5 times.

29. There is one unused work experience box left on your template. Delete it by moving your mouse over to the left of the **[dates of employment]** box until it becomes a black arrow. Click and drag it over all the text in that section.
30. Press your backspace key, choose the “Delete entire row” option and click Ok.
31. Fill in the “Education” section on your template using the information under *Education and Training* from the *Old Resume* document. You will click on each box and type the information instead of using copy and paste. Leave the **[special award/accomplishment or degree minor]** box alone for now
32. Highlight the “References” title on your template and type **Special Skills**.
33. Copy the information from the “Additional Experience” section in the *Old Resume* document using your right click menu options. Highlight the text “References are available on request” on your template and hit the backspace key once. Right Click where the insertion point is blinking and paste your text using the “Merge Formatting” paste option.
34. Delete the bullet by placing your insertion point in front of “Photo Editing” and pressing your backspace key twice
35. Change the font size of your contact information at the top of the template to 11. Make sure the font size of “Jane Johnson” is 22.
36. Change the font size of all section headings to 14 (i.e. key qualifications, prof. experience, etc.)
37. Change the font size of the 3 job titles to 12
38. All the rest of the text in the resume should be size 11.
39. Highlight the entire resume by clicking the **Select** command in the *Editing group*, then clicking ‘Select All’. Change the font type to Times New Roman. Click anywhere on the page to un-highlight the text.

Part Two: Organize, Condense, and Format

1. Highlight the sentence under “Key Qualifications” that begins with the word **Competent**. Cut it using your right click menu options. Put your insertion point in the “Special Skills” section and paste the sentence underneath the text already there using the “Keep Source Formatting” paste option.
2. Delete the bullet by placing your insertion point in front of “Competent” and pressing your backspace key twice.
3. Highlight the sentence under “Key Qualifications” that begins with the word **12 hours**. Cut and paste it into the “Education” section in the **[Special award/accomplishment or degree minor]** box using the “Merge Formatting” paste option.
4. Highlight the sentence under “Key Qualifications” that begins with the word “Detail” and delete it.
5. Delete any extra empty bullets and space under “Key Qualifications”
6. Under “Special Skills”, move your insertion point in front of the word “photo editing” and type **Computers: 10 years of experience with**
7. Highlight “web research, Microsoft Office and Image Now” and cut and paste after the words “**experience with**” using the *Keep Source Formatting* paste option.
8. Put your insertion point after the word “Image Now” and press enter once.
9. Type **Editing: 12 years of experience with editing photos and articles, 7 years with editing video**
10. Press the Delete key to erase all extra writing in that section
11. Make “Computers:” and “Editing:” bold
12. Highlight everything under the “Special Skills” section, go to the *Page Layout* tab, and click the **Dialog Launcher** in the “Paragraph” group
13. Checkmark the box that says “Don’t add space between paragraphs of the same style” and click Ok. Unhighlight your text by clicking anywhere on the page.

14. Click on the *Layout* tab under “Table Tools” and select **View Gridlines** in the *Table* group
15. Now the Library Clerk position’s dates need adjusting to be on one line. Do this by moving your mouse onto the dotted line next to the date until the cursor turns into the double arrow icon with two lines in the middle  then click and drag to the right little by little until it’s on one line.
16. Click and drag the rest of the gridlines next to the employment dates and the date in the Education section to line up with the library clerk’s dates so the company names are even also.
17. Go to the *Page Layout* tab and select **Margins** in the “Page Setup” group. Click “Custom Margins...” and make the top, bottom, left and right .75 then click Ok. (You will have to type .75 into the boxes)
18. Now click and drag the gridline on the right over to the right edge of the page using the double arrow icon with two lines in the middle until the resume the space to the left and right of the grid are the same.
19. Go to “Layout” under *Table Tools* and unselect **View Gridlines**
20. To get rid of the second page, click in the blank space right below where it says *[Your Name]* and hit the backspace key twice.

Part Three: Proofread and Save

1. Go to the *Review* tab and do a **Spelling & Grammar** check
2. Click on the **File** tab and Save as.
3. In the Folders Pane scroll up to the Microsoft Word folder where templates is located, click on it, and select the **Templates** Folder
4. Name the resume “Resume 2013” and change the file type to *word template* then click Save.

