







# How to create a resume using MS Word Resume Wizard




## Key for using symbols

-  Next slide
-  Back to last slide
-  End of slide show
-  To see more information



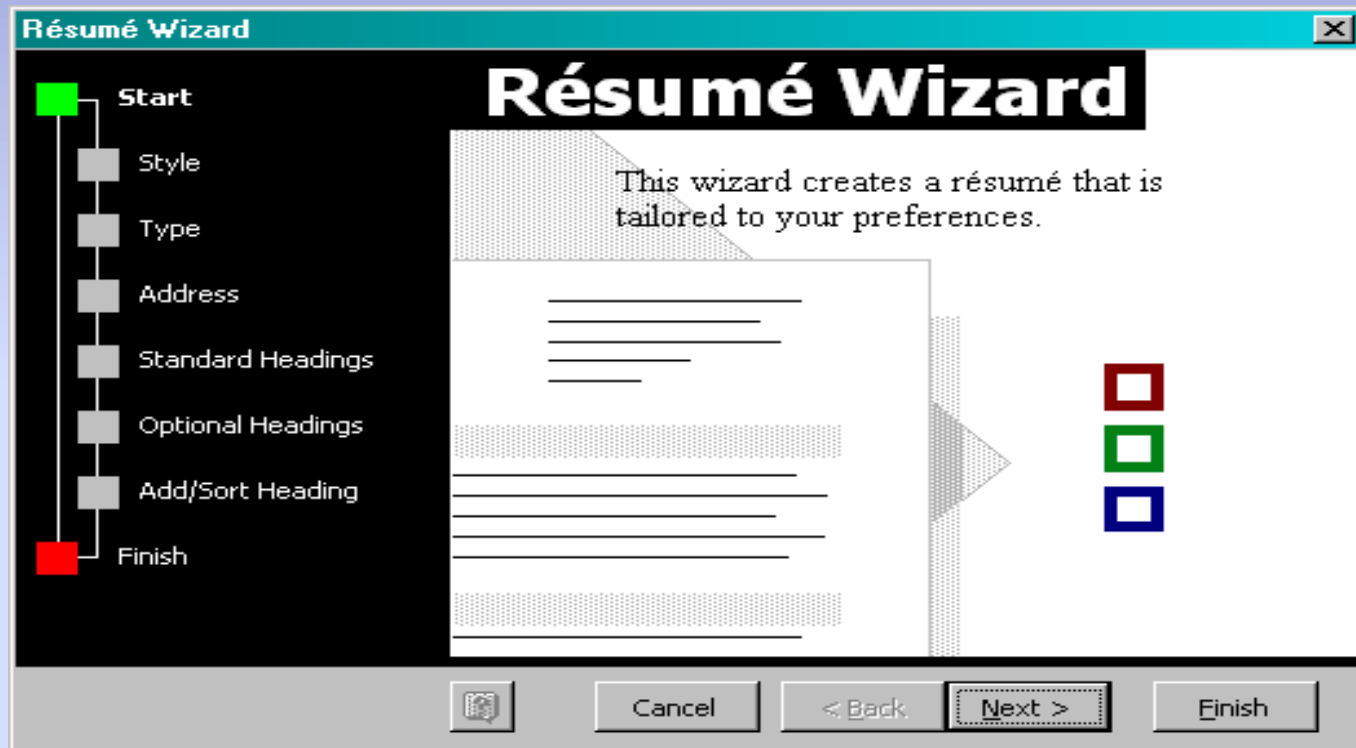


# To begin using MS Word Resume Wizard

- Open MS Word
- Click on File and New ( Figure 1)
- On the right hand side of your screen under Templates click “on my computer...” ( Figure 2)
- Click on Other Documents tab and then Resume Wizard ( Figure 3)



# Starting the Resume Wizard – Click on Next



# Choose which style you would like

**Résumé Wizard** [X]

Start

**Style**

Type

Address

Standard Headings

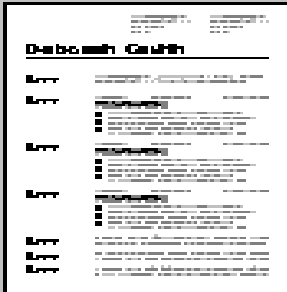
Optional Headings

Add/Sort Heading

Finish

### Which style would you like?

Professional       Contemporary       **Elegant**



Deborah Guith

Area

Area

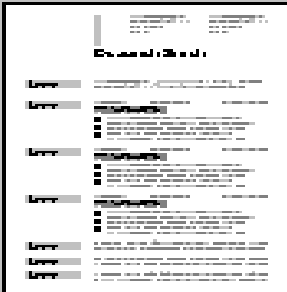
Area

Area

Area

Area

Area



Deborah Guith

Area

Area

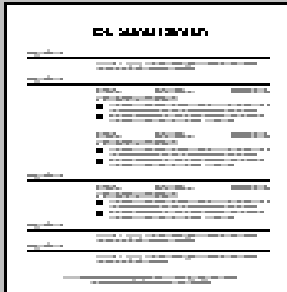
Area

Area

Area

Area

Area



Deborah Guith

Area

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Area


Area

Area

?

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# Choose the type of resume you want

- In each resume format, the difference is the order of the sections and the headings (i.e. Work History or Experience)

Résumé Wizard

Which type of résumé would you like to create?

- Entry-level résumé ?
- Chronological résumé ?
- Functional résumé ?
- Professional résumé ?

Start

Style

Type

Address

Standard Headings

Optional Headings

Add/Sort Heading

Finish

Cancel

< Back

Next >

Finish

Enter your contact information you want displayed on your resume

**Résumé Wizard** [X]

Start

Style

Type

**Address**

Standard Headings

Optional Headings

Add/Sort Heading

Finish

**What is your name and mailing address?**


Name:

Address:

Phone:

Fax:

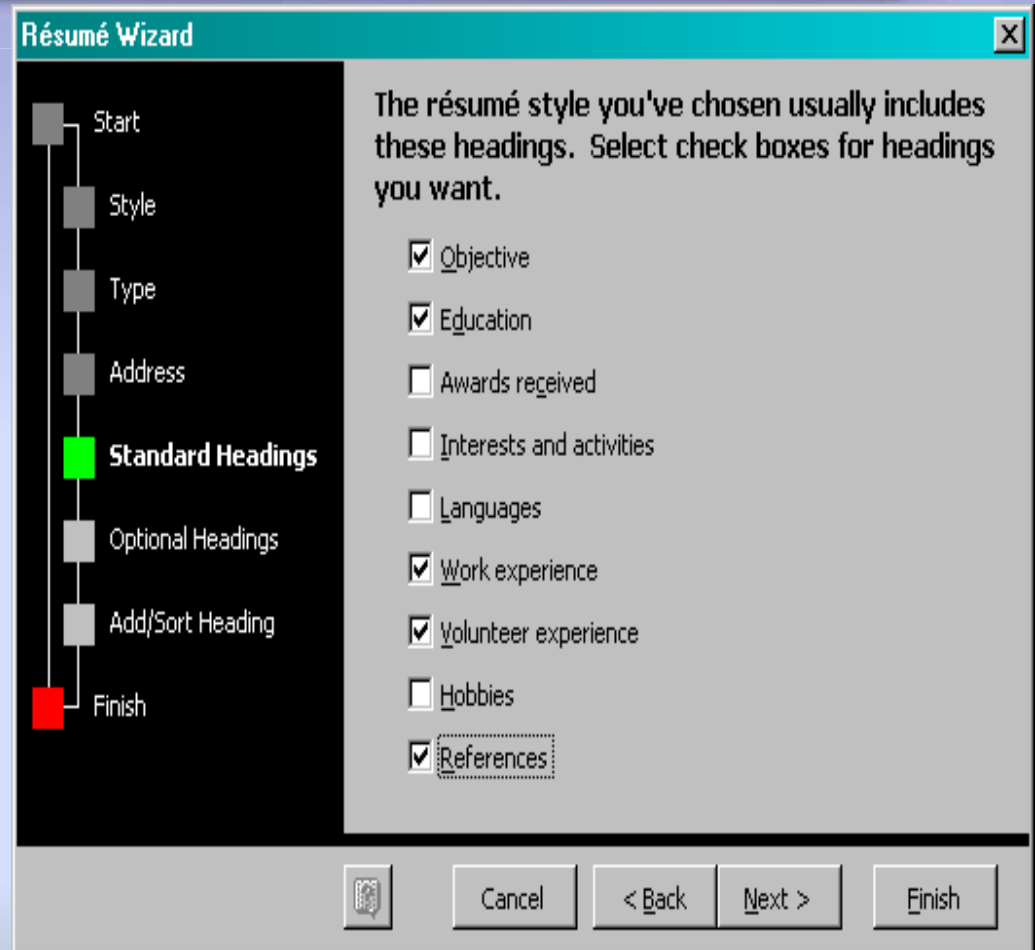
Email:

 Cancel < Back Next > Finish



# Decide what you want on your resume

- There is an additional screen of headings to choose from when you click on “next”.



**Résumé Wizard**

The résumé style you've chosen usually includes these headings. Select check boxes for headings you want.

- Objective
- Education
- Awards received
- Interests and activities
- Languages
- Work experience
- Volunteer experience
- Hobbies
- References

Progress bar steps: Start, Style, Type, Address, **Standard Headings**, Optional Headings, Add/Sort Heading, Finish

Buttons: Cancel, < Back, Next >, Finish

# Optional headings

**Résumé Wizard** [X]

Start

Style

Type

Address

Standard Headings

**Optional Headings**

Add/Sort Heading

Finish

These headings are sometimes included in this type of résumé. Select check boxes for headings you want.

- Extracurricular activities
- Summer jobs
- Summary of qualifications
- Community activities
- Professional memberships
- Accreditations and licenses
- Patents and publications
- Civil service grades
- Security clearance

Cancel   < Back   Next >   Finish





# Add any additional headings you want

- If you didn't find the heading that you wanted on the previous two screens, enter your own custom heading. You can change the order that your headings appear on the resume by highlighting the heading you want moved and then use the "move up" or "move down" buttons to change the order

**Résumé Wizard**

Are there any additional headings you would like to add to your résumé?

Add

These are your résumé headings.


- Objective
- Education
- Work experience
- Volunteer experience
- References

Move Up

Move Down

Remove

Cancel < Back Next > Finish



Click on the “finish” button to begin entering your information on the resume

**Résumé Wizard**

- Start
- Style
- Type
- Address
- Standard Headings
- Optional Headings
- Add/Sort Heading
- Finish**

**Résumé Wizard**

Those are all the answers the Wizard needs to create your résumé! Click Finish to view the document.

Cancel   < Back   Next >   **Finish**

Here is what your resume will look like after clicking on "finish"

The screenshot shows a Microsoft Word window with a resume template. The document is titled "Jane Doe" and includes contact information: "123 Any Street, Any Town, ST 12345" and "Phone (123) 456-7890, E-mail [jane.doe@anyem.altoom]". The resume sections are as follows:

- Objective**: [ Type Objective Here. ]
- Education**: [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Degree/Major ]**  
• [ Details of position, award, or achievement. ]
- Work experience**: [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Job Title ]**  
• [ Details of position, award, or achievement. ]
- Volunteer experience**: [ Click here and enter information. ]
- References**: [ Click here and enter information. ]
- Summary of qualifications**: [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Job Title ]**  
• [ Details of position, award, or achievement. ]
- Professional memberships**: [ Click here and enter information. ]

The Word interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help), a toolbar with various icons, and a status bar at the bottom showing "Page 1, Sec 1, 1/1, At 1", Ln 1, Col 1, English (U.S.).

# Beginning to enter your information

- On all areas but the “dates attended” you will click to highlight the area, then begin typing.

466 Any Lane  
Any City, ST 56789

Phone (234) 567-8912  
E-mail johndoe@anyemail.com

## John Doe

---



### Objective

[ Type Objective Here ]

### Education

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]

#### [ Degree/Major ]

- [ Details of position, award, or achievement. ]

### Work experience

[ Dates Attended ] [ Company/Institution Name ] [ City, State ]

#### [ Job Title ]

- [ Details of position, award, or achievement. ]

### References

[ Click here and enter information. ]



# To select an entire area to copy...

- Put the cursor at the beginning of the [Dates Attended]. When you see the black arrow, click and it will highlight the entire area.
- To copy this area in order to enter more than one work history or education, it can be done three different ways:

- **1** Right Click
- **2** Icons
- **3** Shortcuts

456 Any Lane  
Any City, ST 56789

Phone (234) 567-8912  
E-mail johndoe@anyemail.com

---

## John Doe

⊕

**Objective** [ Type Objective Here ]

**Education** ➔ [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Degree/Major ]**  
▪ [ Details of position, award, or achievement. ]

**Work experience** [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Job Title ]**  
▪ [ Details of position, award, or achievement. ]

**References** [ Click here and enter information. ]

□



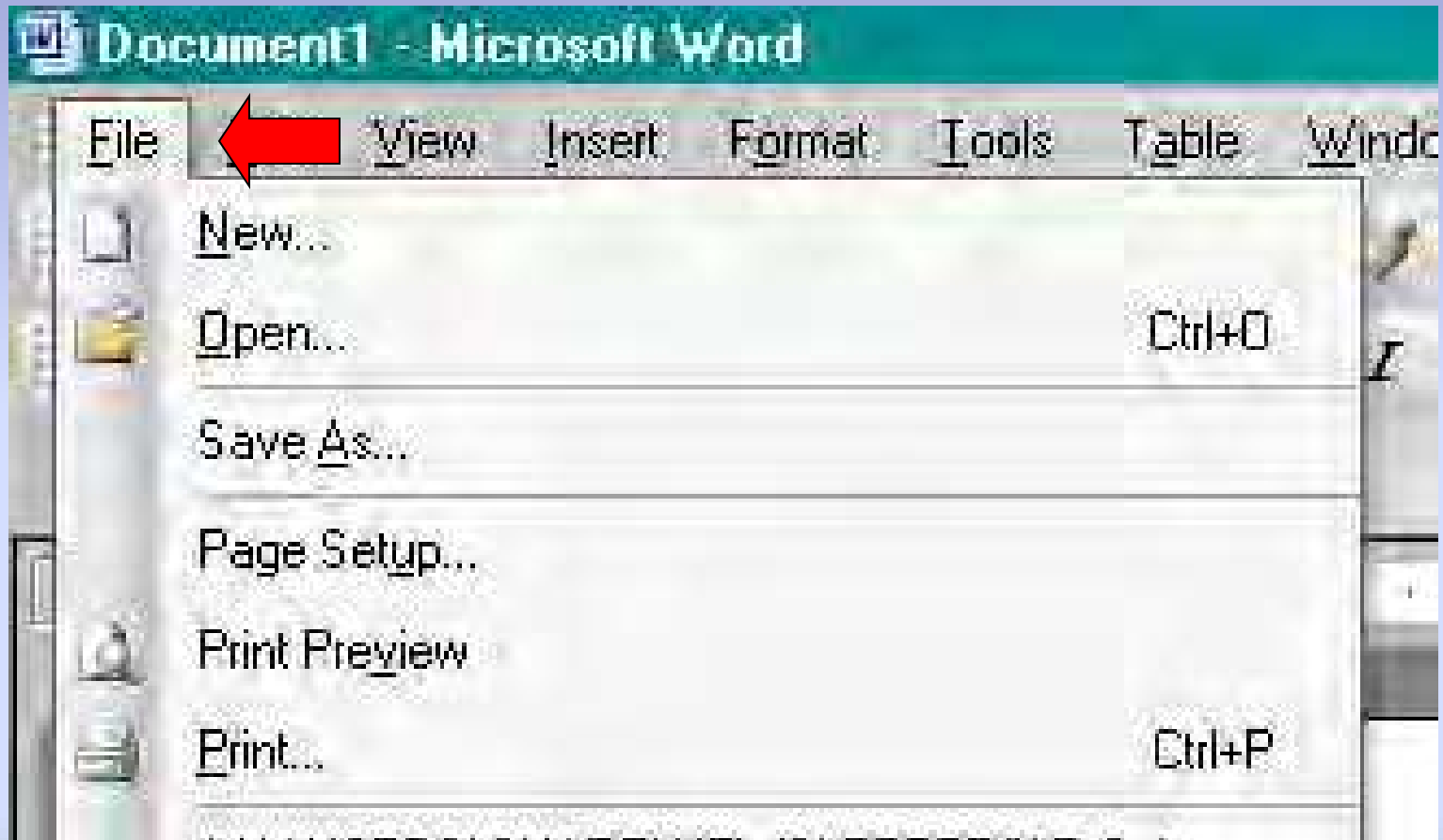
A hand holding a pen over a resume, with the text 'You are finished with your resume' overlaid in a yellow rounded rectangle.

# You are finished with your resume

- Try to limit resume to no more than two pages in length
- Do list your references (don't put 'provided upon request')
- Print on nice paper (if doing resume at Job Service, ask us for our resume paper to print on)
- You may also access Resume how-to books at Job Service which will show you different resume formats and styles

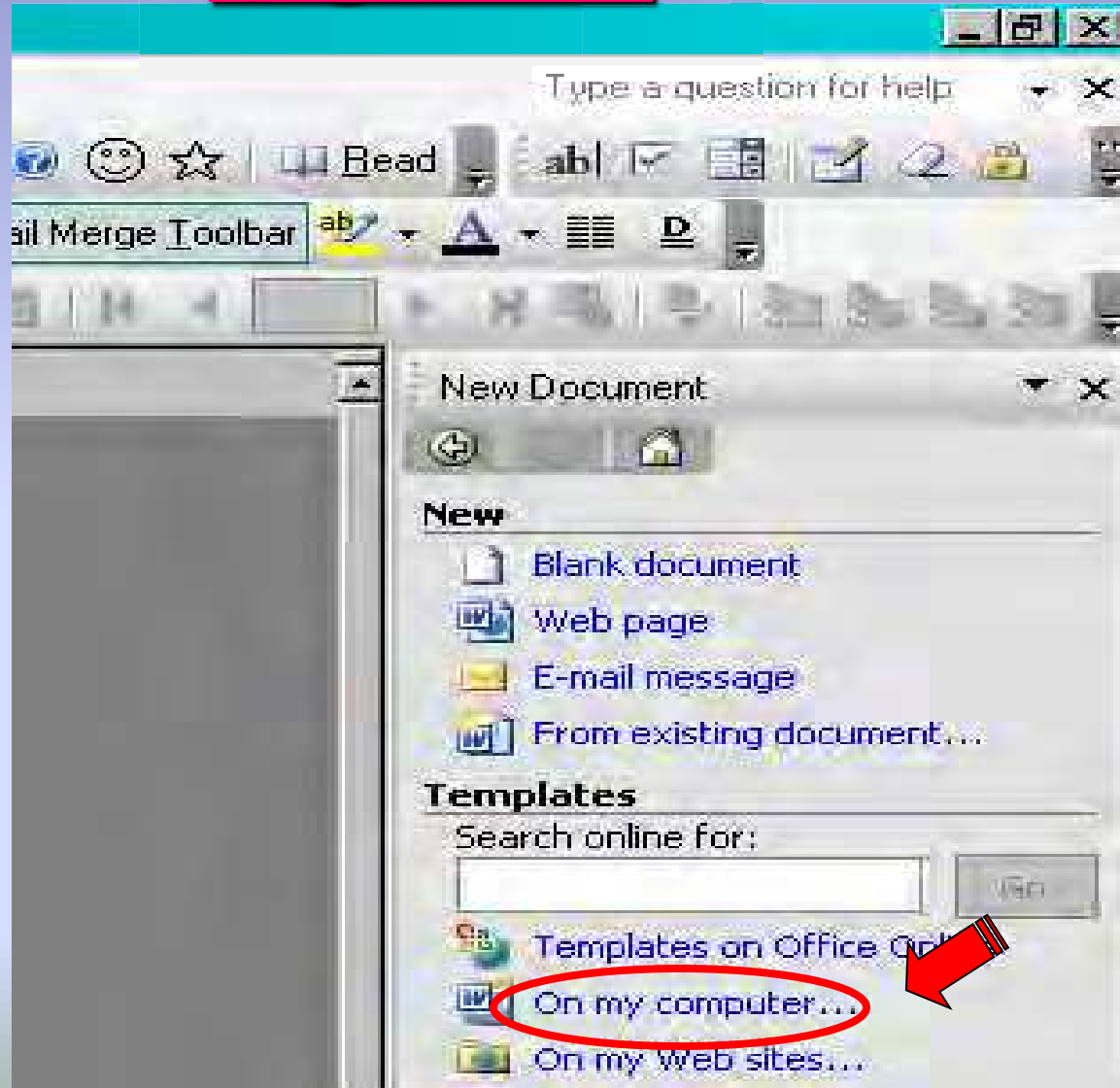


# Figure 1



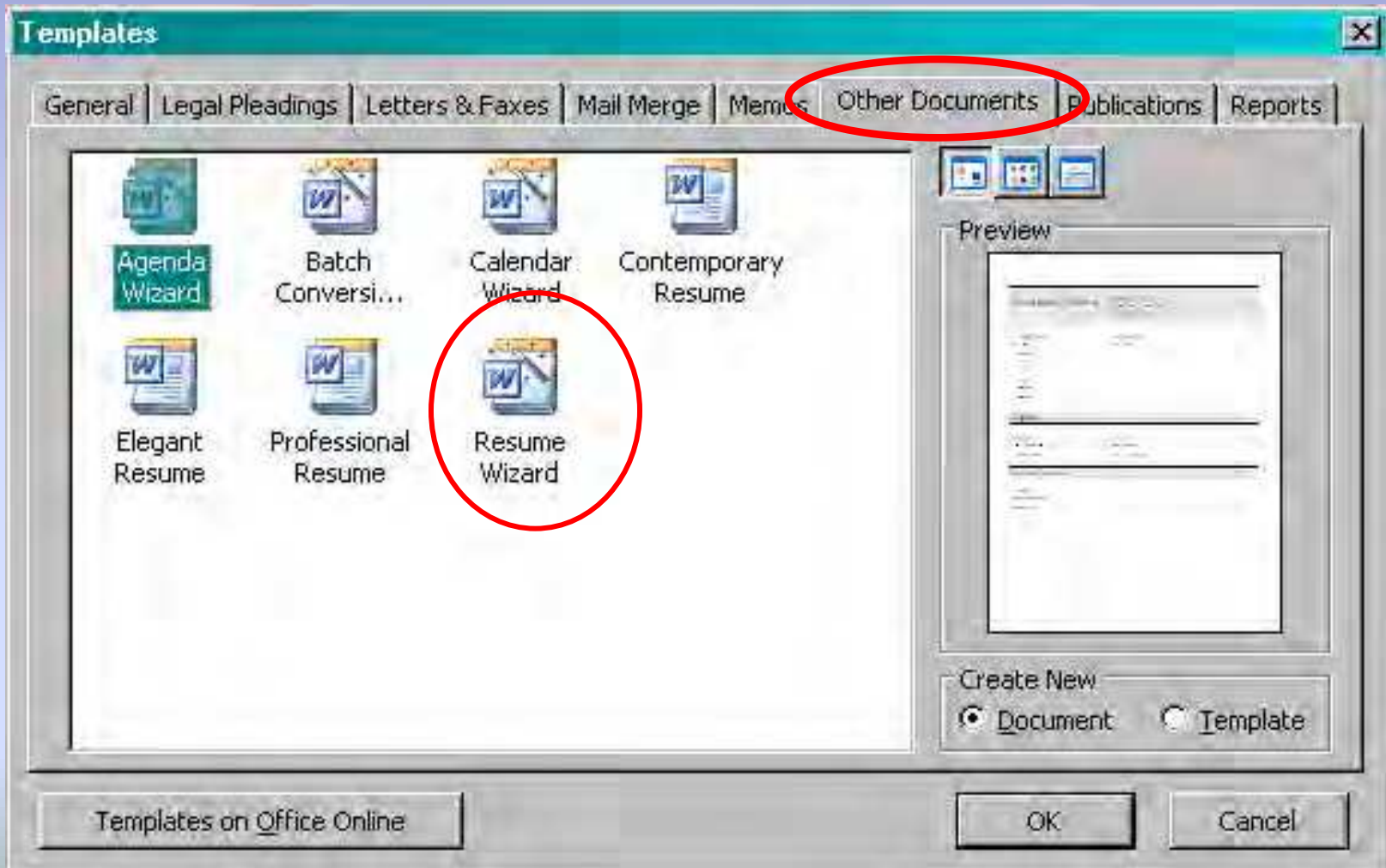


# Figure 2





# Figure 3



# Professional Resume Format

456 Any Lane  
Any City, ST 56789

Phone (234) 567-8912  
E-mail johndoe@anyemail.com

## John Doe

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<b>Objective</b>	To further my career in the food industry as a master Chef.		
<b>Education</b>	2002007	Any Name Culinary School	Any Town, ST
	<b>Master Chef</b>		
	<ul style="list-style-type: none"><li>▪ Certificate of Achievement</li></ul>		
<b>Work experience</b>	01/07 – 03/08	ABC Restaurant	Any Town, ST
	<b>Cook</b>		
	<ul style="list-style-type: none"><li>▪ Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs</li><li>▪ Baked, roasted, broiled and steamed meats, fish, vegetables and other foods</li><li>▪ Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes</li><li>▪ Washed, peeled, cut and shredded vegetables and fruits to prepare them for use</li></ul>		
	5/05 – 12/06	XYZ Motel	Any Town, ST
	<b>Housekeeper</b>		
	<ul style="list-style-type: none"><li>▪ Inventoried stock to ensure adequate supplies on housekeeping cart</li><li>▪ Sorted, counted, folded, marked and carried linens</li><li>▪ Vacuum, sweep and mop floors</li><li>▪ Dust furniture</li><li>▪ Cleaned bathrooms and replenished supplies</li><li>▪ Changed bed linens</li><li>▪ Replenished supplies, such as drinking glasses and writing supplies</li><li>▪ Maintained high standards of excellence</li></ul>		
<b>References</b>	John Doe, 789 All Streets, Any Town, ST 56789, (123) 789-4560		
	Jim Smith, 146 Any Streets, Any Town, ST 56789, (123) 456-7890		
	Jill Jones, 432 Some Streets, All Towns, ST 12345, (321) 654-9870		

# Contemporary Resume Format

456 Any Lane  
Any City, ST 56789

Phone (234) 567-8912  
E-mail johndoe@anyemail.com

## John Doe

Objective	To further my career in the food industry as a Master Chef		
Education	2002-2007	Any Name Culinary School	Any Town, ST
	Master Chef		
	<ul style="list-style-type: none"><li>• Certificate of Achievement</li></ul>		
Work experience	01/07 – 03/08	ABC Restaurant	Any Town, ST
	Cook		
	<ul style="list-style-type: none"><li>• Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs</li><li>• Baked, roasted, broiled and steamed meats, fish, vegetables and other foods</li><li>• Carved meats, portioned food on serving plates, and added garnishes, sauces and garnishes</li><li>• Washed, Peeled, cut and shredded vegetables and fruits to prepare them for use</li></ul>		
	06/05 – 12/06	XYZ Motel	Any Town, ST
	Housekeeper		
	<ul style="list-style-type: none"><li>• Inventoried stock to ensure adequate supplies on housekeeping cart</li><li>• Sorted, counted, folded, marked and carried linens</li><li>• Vacuum, sweep and mop floors</li><li>• Dust furniture</li><li>• Cleaned bathrooms and replenished supplies</li><li>• Changed bed linens</li><li>• Replenished supplies, such as drinking glasses and writing supplies</li><li>• Maintained high standards of excellence</li></ul>		
References	John Doe, 789 All Streets, Any Town, ST 56789, (123) 789-4560		
	Jim Smith, 146 Any Streets, Any Town, ST 56789, (123) 456-7890		
	Jill Jones, 432 Some Streets, All Towns, ST 12345, (321) 654-9870		

# Elegant Resume Format

456 ANY LANE • ANY CITY, ST 56789  
PHONE (234) 567-8912 • E-MAIL JOHN.DOE@ANYEMAIL.COM

JOHN DOE

## OBJECTIVE

To further my career in the food industry as a Master Chef

## EDUCATION

2002-2007 Any Name Culinary School Any Town, ST  
*Master Chef*  
• Certificate of Achievement

## WORK EXPERIENCE

01/07 – 03/08 ABC Restaurant Any Town, ST  
*Cook*  
• Prepared, seasoned and cooked soups, meats, vegetables, desserts and other food stuffs  
• Baked, roasted, broiled and steamed meats, fish, vegetables and other foods  
• Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes  
• Washed, Peeled, cut and shredded vegetables and fruits to prepare them for use

06/05 – 12/06 XYZ Motel Any Town, ST  
*Housekeeper*  
• Inventoried stock to ensure adequate supplies on housekeeping cart  
• Sorted, counted, folded, marked and carried linens  
• Vacuum, sweep and mop floors  
• Dust furniture  
• Cleaned bathrooms and replenished supplies  
• Changed bed linens  
• Replenished supplies, such as drinking glasses and writing supplies  
• Maintained high standards of excellence

## REFERENCES

John Doe, 789 All Streets, Any Town, ST 56789, (123) 789-4560

Jim Smith, 146 Any Streets, Any Town, ST 56789, (123) 456-7890

Bill Jones, 432 Some Streets, All Towns, ST 12345, (321) 654-9870

# Entry-Level Resume Format

456 ANY LANE • ANY CITY, ST 56789  
PHONE (234) 567-8912 • E-MAIL JOHNDOE@ANYEMAIL.COM

## JOHN DOE

### OBJECTIVE

To further my career in the food industry as a Master Chef

### EDUCATION

2002-2007 Any Name Culinary School Any Town, ST  
*Master Chef*  
• Certificate of Achievement

### WORK EXPERIENCE

01/07 – 03/08 ABC Restaurant Any Town, ST  
*Cook*  
• Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs  
• Baked, roasted, broiled and steamed meats, fish, vegetables and other foods  
• Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes  
• Washed, Peeled, cut and shredded vegetables and fruits to prepare them for use

06/05 – 12/06 XYZ Motel Any Town, ST  
*Housekeeper*  
• Inventoried stock to ensure adequate supplies on housekeeping cart  
• Sorted, counted, folded, marked and carried linens  
• Vacuum, sweep and mop floors  
• Dust furniture  
• Cleaned bathrooms and replenished supplies  
• Changed bed linens  
• Replenished supplies, such as drinking glasses and writing supplies  
• Maintained high standards of excellence

### REFERENCES

John Doe, 789 All Streets, Any Town, ST 56789, (123) 789-4560

Jim Smith, 146 Any Streets, Any Town, ST 56789, (123) 456-7890

Bill Jones, 432 Some Streets, All Towns, ST 12345, (321) 654-9870

# Chronological Resume Format

456 ANY LANE • ANY CITY, ST 56789  
PHONE (234) 567-8912 • E-MAIL JOHN.DOE@ANYEMAIL.COM

## JOHN DOE

### OBJECTIVE

---

To further my career in the food industry as a Master Chef

### WORK EXPERIENCE

---

01/07 – 03/08 ABC Restaurant Any Town, ST

#### Cook

- Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs
- Baked, roasted, broiled and steamed meats, fish, vegetables and other foods
- Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes
- Washed, Peeled, cut and shredded vegetables and fruits to prepare them for use

06/05 – 12/06 XYZ Motel Any Town, ST

#### Housekeeper

- Inventoried stock to ensure adequate supplies on housekeeping cart
- Sorted, counted, folded, marked and carried linens
- Vacuum, sweep and mop floors
- Dust furniture
- Cleaned bathrooms and replenished supplies
- Changed bed linens
- Replenished supplies, such as drinking glasses and writing supplies
- Maintained high standards of excellence

### EDUCATION

---

2002-2007 Any Name Culinary School Any Town, ST

#### Master Chef

- Certificate of Achievement

### REFERENCES

---

John Doe, 789 All Streets, Any Town, ST 56789, (234) 789-4560

Jim Smith, 146 Any Streets, Any Town, ST 56789, (234) 456-7890

Jill Jones, 432 Some Streets, All Towns, ST 12345, (321) 654-9870

# Functional Resume Format

456 ANY LANE • ANY CITY, ST 56789  
PHONE (234) 567-8912 • E-MAIL JOHNDOE@ANYEMAIL.COM

## JOHN DOE

### OBJECTIVE

---

To further my career in the food industry as a Master Chef

### EMPLOYMENT

---

01/07 – 03/08 ABC Restaurant Any Town, ST  
*Cook*

- Prepared, seasoned and cooked soups, meats, vegetables, desserts and other food stuffs
- Baked, roasted, broiled and steamed meats, fish, vegetables and other foods
- Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes
- Washed, Peeled, cut and shredded vegetables and fruits to prepare them for use

06/05 – 12/06 XYZ Motel Any Town, ST  
*Housekeeper*

- Inventoried stock to ensure adequate supplies on housekeeping cart
- Sorted, counted, folded, marked and carried linens
- Vacuum, sweep and mop floors
- Dust furniture
- Cleaned bathrooms and replenished supplies
- Changed bed linens
- Replenished supplies, such as drinking glasses and writing supplies
- Maintained high standards of excellence

### EDUCATION

---

2002-2007 Any Name Culinary School Any Town, ST  
*Master Chef*

- Certificate of Achievement

### REFERENCES

---

John Doe, 789 All Streets, Any Town, ST 56789, (123) 789-4560

Jim Smith, 146 Any Streets, Any Town, ST 56789, (123) 456-7890

Jill Jones, 432 Some Streets, All Towns, ST 12345, (921) 654-9870

# Professional Resume Format

456 ANY LANE • ANY CITY, ST 56789  
PHONE (234) 567-8912 • E-MAIL JOHNDOE@ANYEMAIL.COM

JOHN DOE

## EDUCATION

---

2002-2007      Any Name Culinary School      Any Town, ST  
*Master Chef*  
■ Certificate of Achievement

## PROFESSIONAL EXPERIENCE

---

01/07 – 03/08    ABC Restaurant      Any Town, ST  
*Cook*  
■ Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs  
■ Baked, roasted, broiled and steamed meats, fish, vegetables and other foods  
■ Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes  
■ Washed, Peeled, cut and shredded vegetables and fruits to prepare them for use

06/05 – 12/06    XYZ Motel      Any Town, ST  
*Housekeeper*  
■ Inventoried stock to ensure adequate supplies on housekeeping cart  
■ Sorted, counted, folded, marked and carried linens  
■ Vacuum, sweep and mop floors  
■ Dust furniture  
■ Cleaned bathrooms and replenished supplies  
■ Changed bed linens  
■ Replenished supplies, such as drinking glasses and writing supplies  
■ Maintained high standards of excellence

## REFERENCES

---

John Doe, 789 All Streets, Any Town, ST 56789, (123) 789-4560

Jim Smith, 146 Any Streets, Any Town, ST 56789, (123) 456-7890

Jill Jones, 432 Some Streets, All Towns, ST 12345, (321) 654-9870

## OBJECTIVE

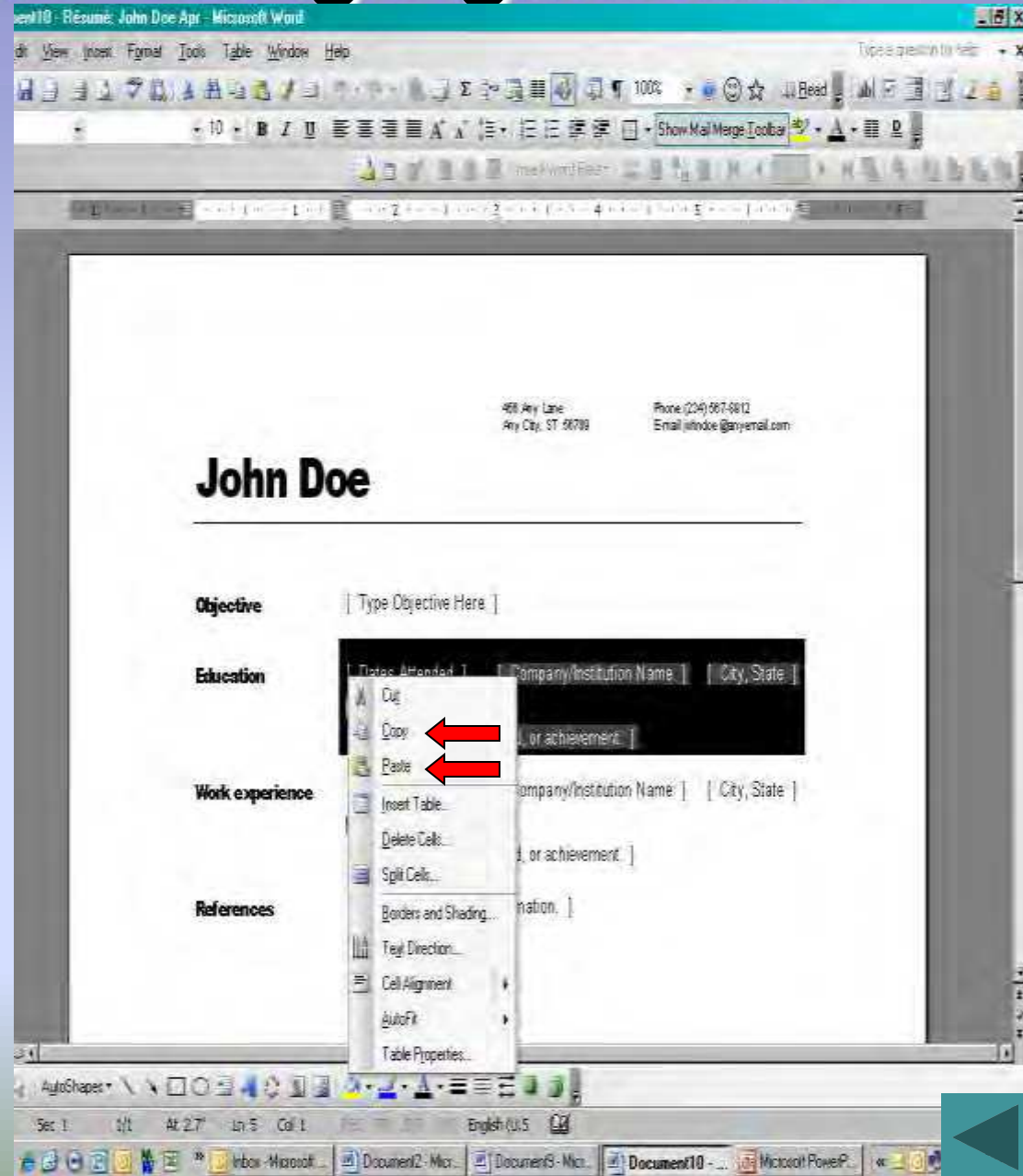
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To further my career in the food industry as a Master Chef



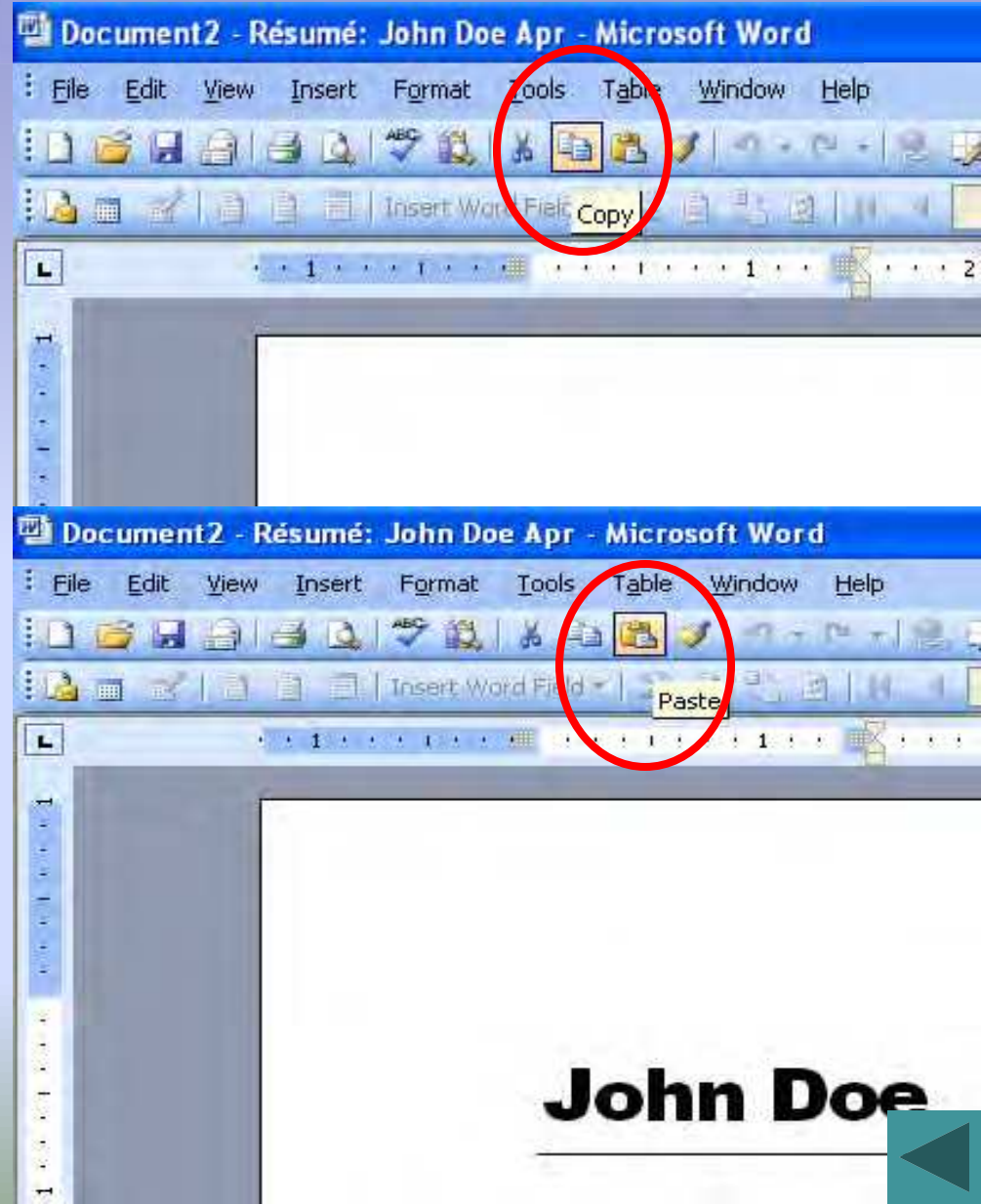
# Copy & Paste using right click

- With the area highlighted, use the right click button to show a drop down menu
- Select Copy
- Place the cursor at the end of the last line in the highlighted section (the highlighting will go away)
- Hit enter twice, right click to bring the drop down menu again and select Paste to paste the information
- Do this for each work history or education that you will need to enter



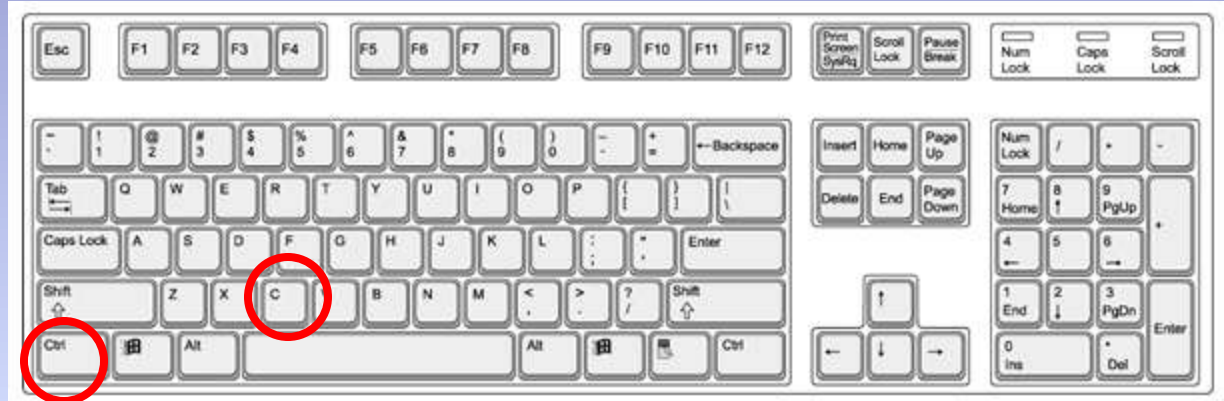
# Copy & Paste using toolbar icons

- Highlight the area to be copied
- Click on the two papers icon on the toolbar
- Place the cursor at the end of the last line in the highlighted section (the highlighting will go away)
- Hit enter twice, click on the icon of a clipboard to paste the information
- Do this for each work history or education that you will need to enter



# Copy & Paste using shortcut keys

- Highlight the area to be copied
- To copy, hold down the “Ctrl” key and the “C” key at the same time
- To paste, hold down the “Ctrl” key and the “V” key at the same time



- Other shorts cut keys include:
  - Ctrl + X = Cut
  - Ctrl + B = Bold
  - Ctrl + U = Underline
  - Ctrl + I = Italic
  - Ctrl + A = All (select all)
  - Ctrl + F = Find

