



# Resume Formatting with Word:

## using Microsoft Word to format a resume

### Preparing a Resume:

The six primary steps to preparing a resume are as follows:

- gathering information
- selecting a format
- gathering more information
- typing and formatting
- revising
- submitting

The information below is presented to assist with formatting the resume after the information has been typed.

### Formatting Text:

To format text, first select it. Selected text is highlighted in blue. Next, use the tools in the various tabs and groups to apply formatting to the text.

### Home Tab:

The two main groups of tools found in the Home tab are the Font group and the Paragraph group.

Use tools within the Font group to change the font, font size, and emphasis (i.e., bold, italic, underline).

Use tools within the Paragraph group to change the alignment (i.e., left, center, right), add a bottom border, and add bullets. Different bullet styles can be selected by clicking on the down arrow to the right of the bullet button.

### Page Layout Tab:

The Page Setup group in the Page Layout tab contains a number of useful tools. Use the Columns tool to format text into columns. Use the Breaks tool to add page breaks to the document. Use the Margins tool to change the document's margins.

### Ruler:

The ruler can be displayed by checking Ruler on the View tab. On the ruler, drag the square to change the left indent. This can be applied similarly to text in columns.

### Tips

1. Save often.
2. Type the information before formatting the resume.
3. If one formatting method does not work, try another.
4. Do not be afraid to ask for help.