

Steps to Creating a Resume in Word 2013

The first step to creating your resume is deciding what type of resume you need. The two main types of resumes are **Chronological** and **Functional**. Take a look at the differences between these resumes below. Then follow the steps on page 2 to learn how to create your new resume using Word's resume templates.

Chronological Resume

The chronological resume is the most popular format used. This type of resume usually contains an objective and/or career summary statement and a chronological listing (from most recent to past) of all your employers along with related accomplishments. This format is best if you are changing jobs within the same field or have a lot of work experience.

Include the following in your Chronological Resume:

- **Name, address, phone #** and professional email address at the top
- **Objective:** This gives the employer a brief snapshot of who you are, the position you are applying for, and why you feel you are the best fit for the position.
- **Work Experience:** List work experiences in reverse chronological order. Use bullet points to clearly outline your accomplishments and skills.
- **Education:** List degrees in reverse chronological order. Include any degrees that are in progress and note the "expected completion date" not necessary to list when high school diploma was received if you have completed further degrees.

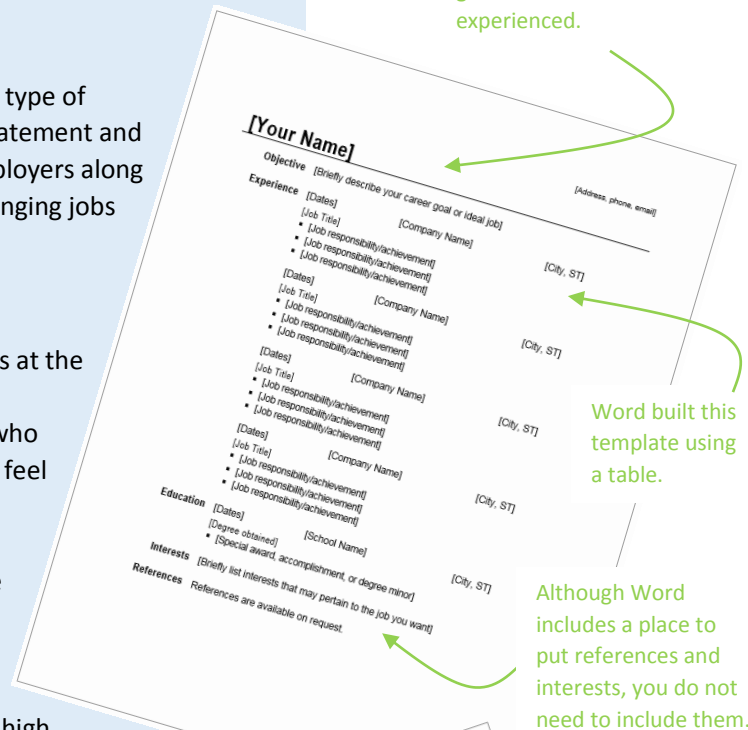
Functional Resume

Functional resumes highlight your abilities, such as hiring, managing or coaching, rather than your chronological work history. You'll still need to summarize your work history, but this is done at the bottom of your resume. This format is best if you are changing career fields or have several gaps throughout your work history.

Include the following in your Functional Resume:

- **Name, address, phone #**, and professional address at the top
- **Objective:** This gives the employer a brief snapshot of who you are, the position you are applying for, and why you feel you are the best fit for the position.
- **Skills and Abilities:** Group your skills into categories and in bullet form, quantify your experience with each skill you listed
- **Employment History:** List work experiences in reverse chronological order. Include name of company and location.

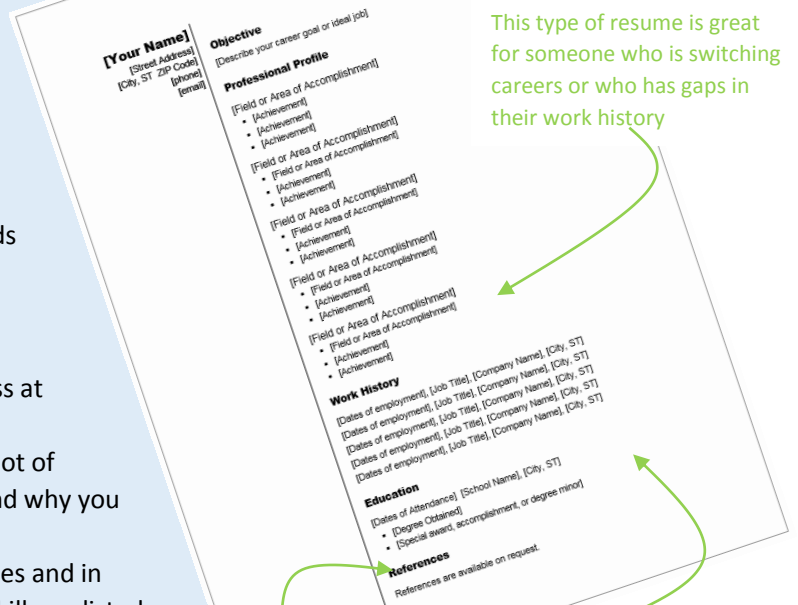
This type of resume works great for someone who is experienced.



The diagram shows a chronological resume template with sections: [Your Name], Objective, Experience, Education, Interests, and References. The Experience section is a table with columns for Dates, Job Title, Company Name, and City, ST. Each row contains bullet points for Job responsibility/achievement. Green arrows point from the text 'This type of resume works great for someone who is experienced.' to the Experience section, and from 'Word built this template using a table.' to the Experience table. Another arrow points from 'Although Word includes a place to put references and interests, you do not need to include them.' to the References and Interests sections.

Although Word includes a place to put references and interests, you do not need to include them.

This type of resume is great for someone who is switching careers or who has gaps in their work history



The diagram shows a functional resume template with sections: [Your Name], Objective, Professional Profile, Work History, Education, and References. The Professional Profile section lists achievements. The Work History section lists dates of employment, job titles, company names, and locations. Green arrows point from the text 'This type of resume is great for someone who is switching careers or who has gaps in their work history' to the Professional Profile and Work History sections. Another arrow points from 'Although Word includes a place to put references, you do not need to include them.' to the References section.

Although Word includes a place to put references, you do not need to include them.

Word built this template using simple text structure.

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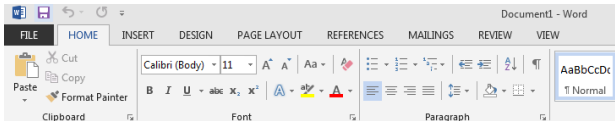
Now it's time to build your resume in Word 2013. Word provides a library of pre-designed templates to make it easy. Use the search box to find resume templates and cover letter templates as well. Word will open a copy for you to save and use.

Using Microsoft Word 2013 Templates:

1. Open Microsoft **Word 2013**.



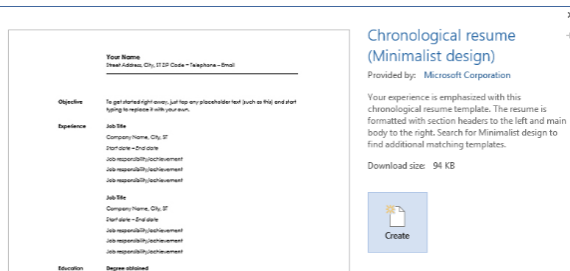
2. Click File and choose New.



3. In the Search box, type **"Resume"** and press **ENTER**.



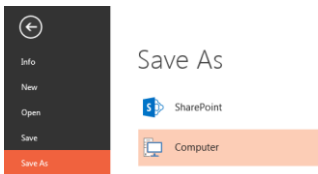
4. Choose **Chronological** or **Functional Resume** or a **Cover Letter** and click Create.



5. When the file opens, click the **Save icon** on the Quick Access Toolbar or click File then Save.



6. Click Computer and then click **Browse**.



7. Select a **location** to save your file and **type a file name** and press **ENTER**.
8. Select various sections and **replace with your information**.
Notice that many of Word's template examples are structured using a table format.



Purpose of a cover letter

- Introduces the resume, gets the reader excited to learn more about you!
- Allows you to convey passion, enthusiasm, and personality
- Serves as a writing sample

Tips for Creating a Resume Cover Letter

- Write a custom cover letter for each position. Use the **same font** so your materials look like a package.
- Include your address and date.
- **Address to a specific person** if possible. If you don't have the hiring manager's name, do not include this section.
- **1st paragraph:** Focus on the reader's needs, not yours. Clearly state your qualifications and emphasize how you will help the organization.
- **2nd paragraph:** Don't repeat your resume but rather, address how your unique strengths match the needs of the hiring manager. Use phrases from the job description to highlight your work experiences that the reader will learn more about by reading your resume.
- **Conclusion:** Suggest next course of action (e.g., you will follow-up with a phone call).

