

## **FORMATTING SKILLS FOR RESUMES, CVs, AND COVER LETTERS**

The following tips will help you to create and format your resume, CV and cover letter using Microsoft Word, and to work with the suggested edits made by your career counselor.  
Please note: this guide is based on the 2010 version of Microsoft Word.

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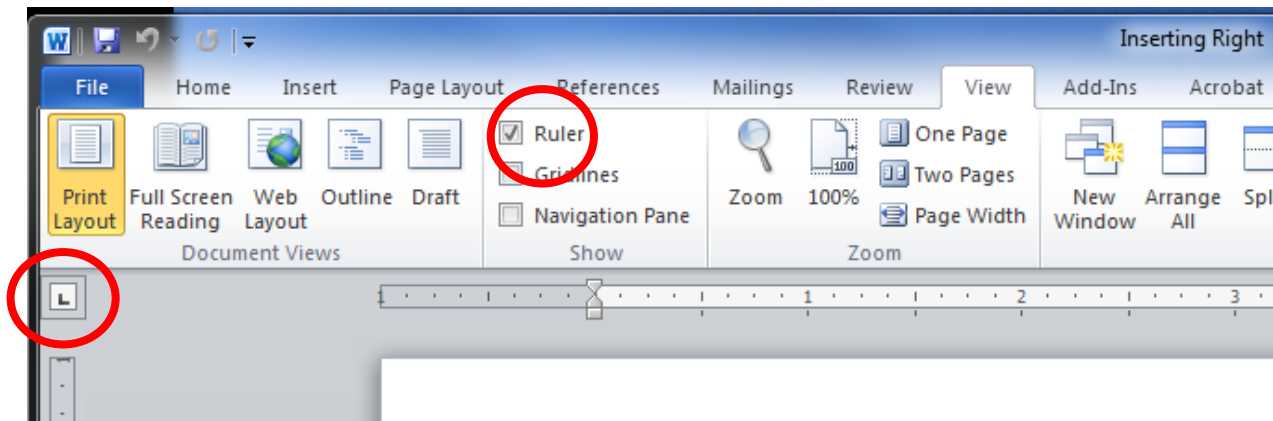
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## Inserting Right Aligned Tabs

Use right aligned tabs to ensure all dates are lined up on the right hand side of your resume or CV. Right aligned tabs help balance out the page and keep attention from being drawn to less important information, such as the dates you were employed at an organization.

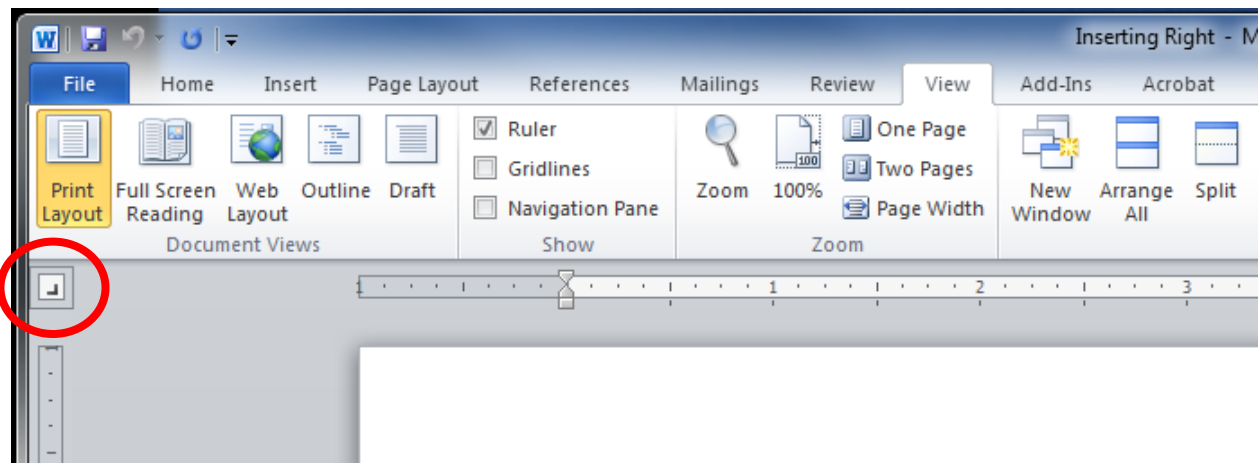
### Step 1:

Locate the small tab box in the upper left hand corner of the screen, as shown below. If you do not see the ruler and tab box at the top of your document, click on the **View** tab and check the box next to **Ruler**, in the **Show** group.



### Step 2:

The tab box's default position is a left aligned tab. Click on the box two times, until you reach the right aligned tab position as illustrated below.



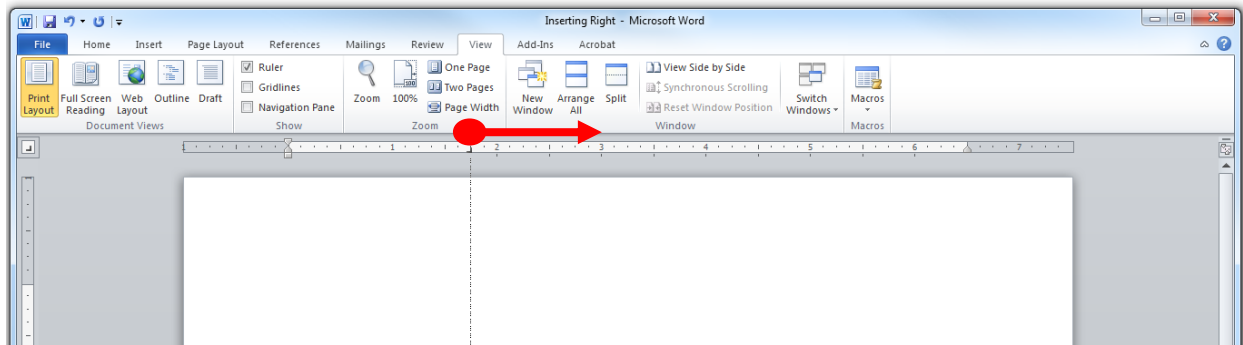
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### Step 3:

Place your mouse over the **Ruler** at the top center of the screen. Press down the left mouse button and a right tab will appear. Continue holding the mouse, and pull the tab to the far right of the ruler. Let go of the mouse when you have reached the right margin.

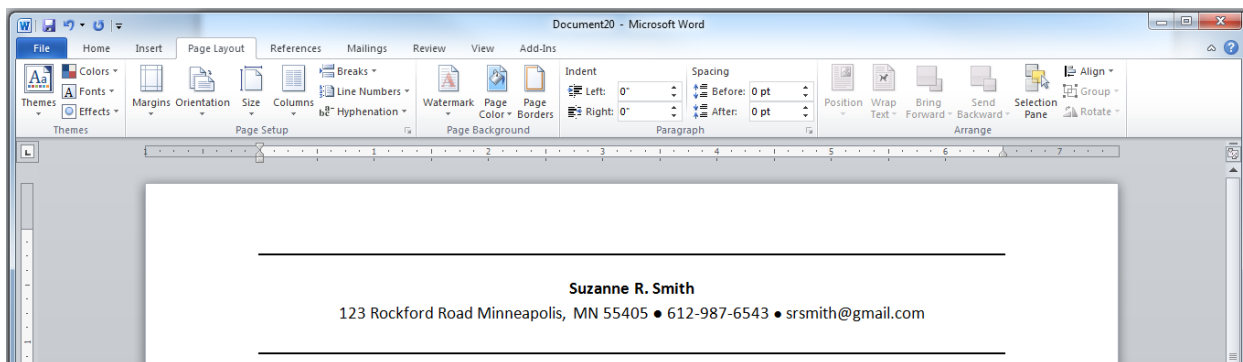


### Step 4:

Now that you have placed your right tab, position the cursor in front of the text you would like to tab. Press the tab button on your keyboard once. This will move the desired text to the right hand side.

### Inserting a Horizontal Line

You may choose to insert a horizontal line to create visual interest and delineate your name and contact information from the body of your resume, CV, and cover letter. The example below shows a graphic line inserted before and after the name and contact information.

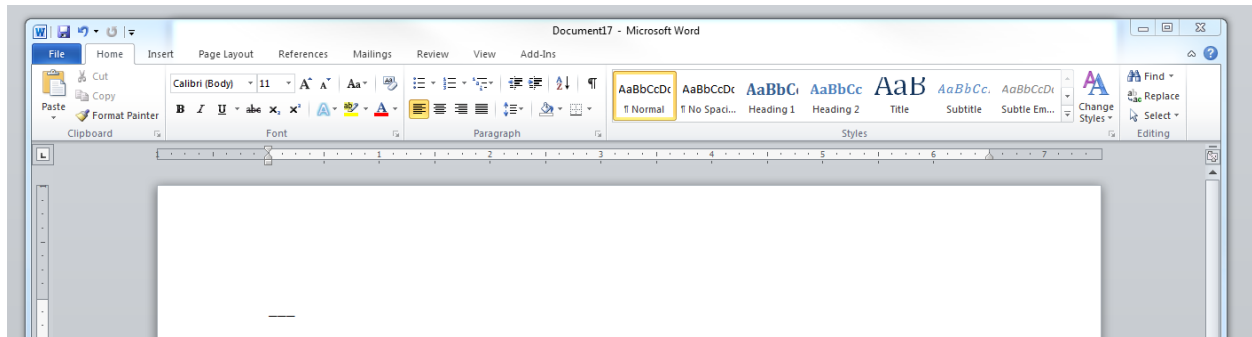


### Step 1:

To insert a graphic line, place your cursor in the appropriate place in your document, and type at three (3) underline characters (\_\_\_).

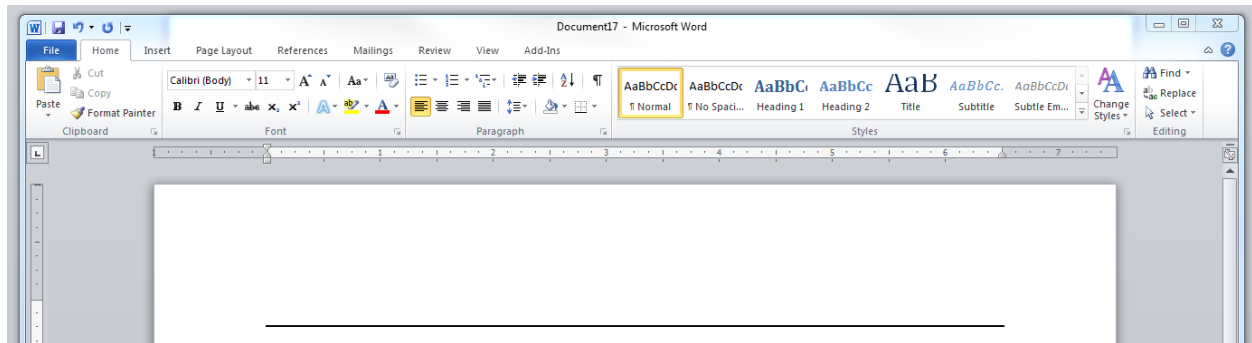
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## Step 2

Press the **Enter** key. This will automatically create a line across the page.



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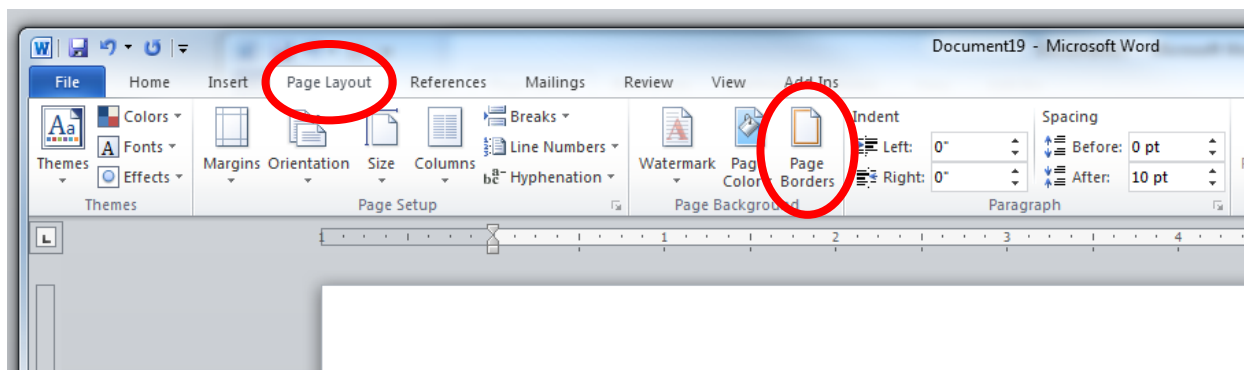
For other types of lines, see the following chart:

For this type of line:	Type three of these:
	--- (hyphens)
	=== (equal signs)
	___ (underlines)
	*** (asterisks)
	### (number signs)
	~~~ (tildes)

A second method for inserting a graphic line is to use the Borders and Shading tool.

### Step 1:

Place your cursor where you want to insert a horizontal line. Click on the **Page Layout** tab at the top of the screen. Next click on the **Page Borders** icon in the **Page Background** section.

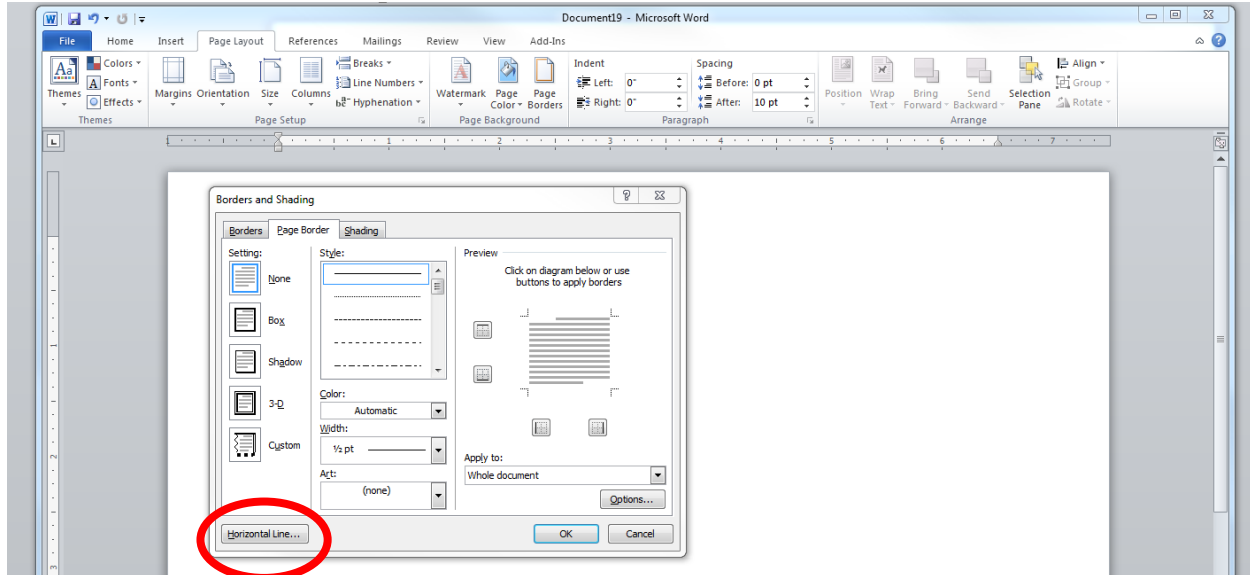


### Step 2:

In the pop-up box, click on the Horizontal Line button at the bottom of the box.

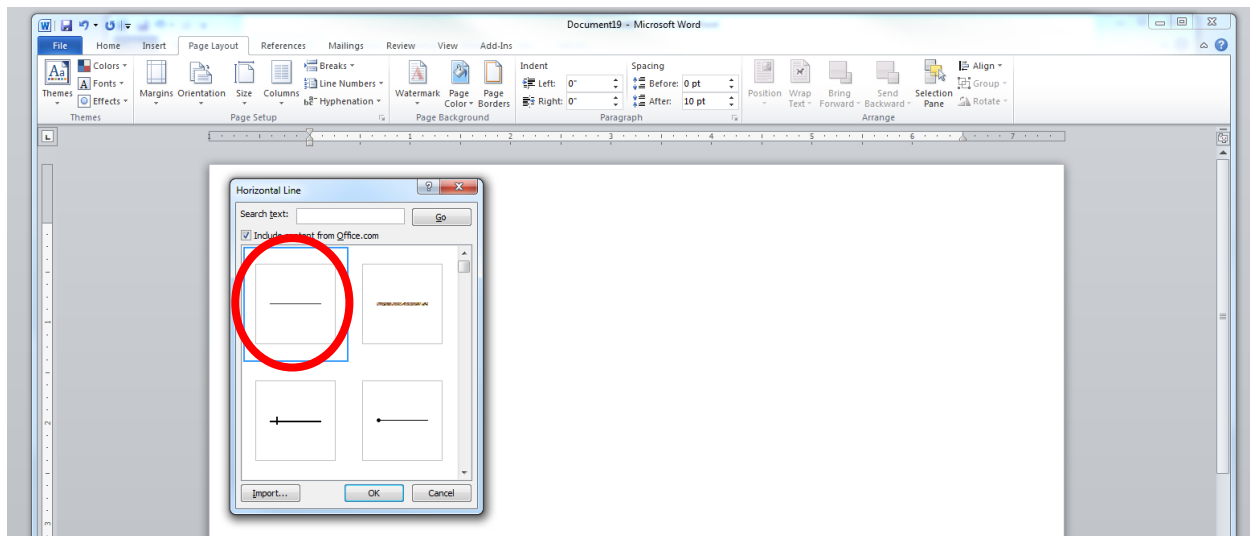
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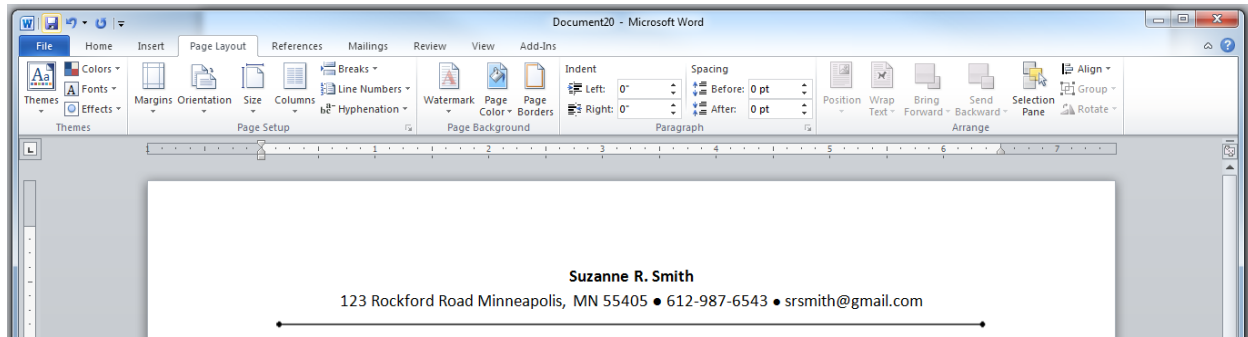
### Step 3:

Select the style of line you prefer and click **OK**. Although there are many designs available, choose a simple, professional looking line for a resume, CV and cover letter.



# FORMATTING SKILLS FOR RESUMES, CVS, AND COVER LETTERS

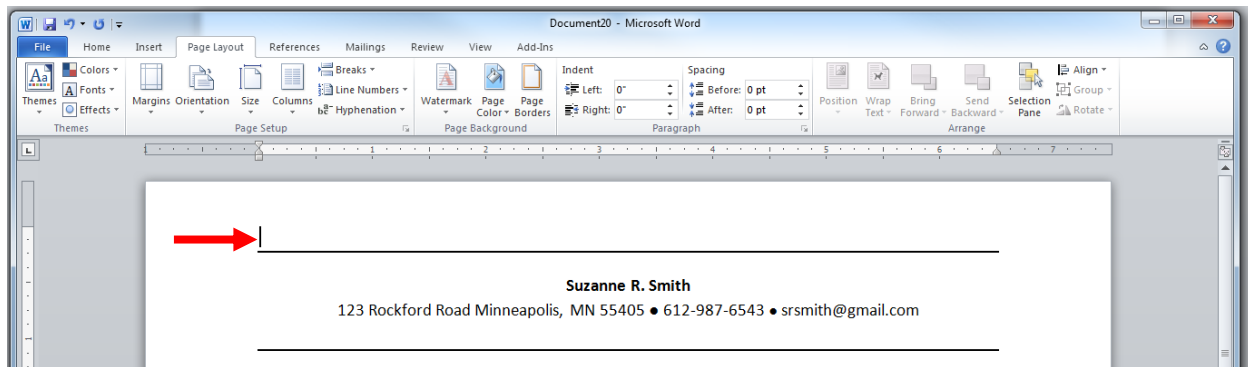
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## Removing Horizontal Lines

### Step 1:

Place the cursor above the line.

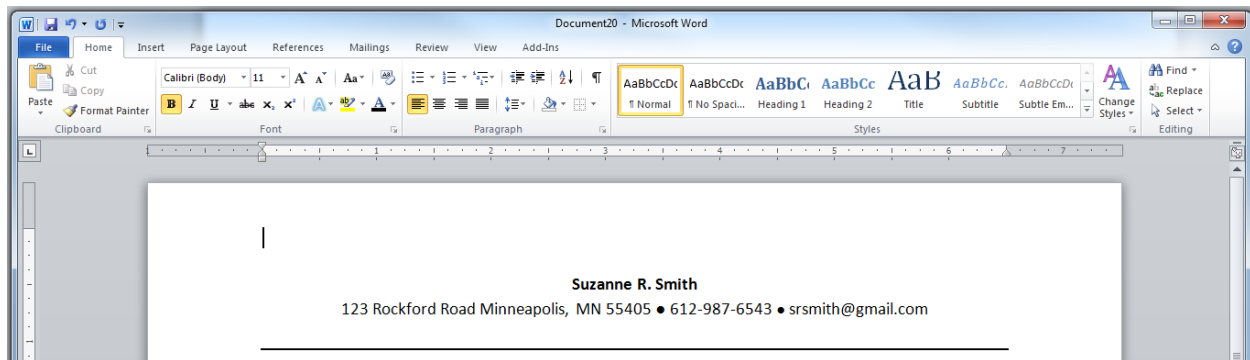
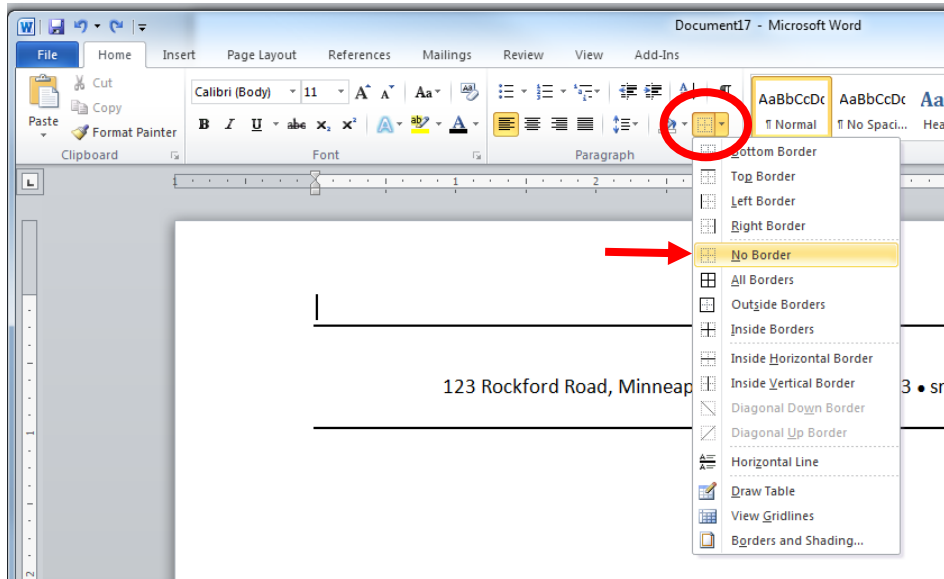


### Step 2:

On the **Home** tab, in the **Paragraph** group, click the arrow next to the **Borders and Shading** button and click **No Border**.

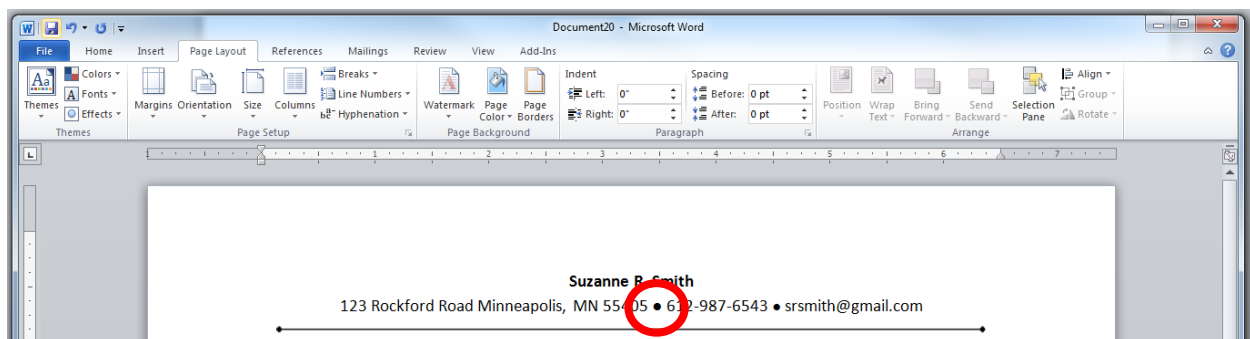
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### Inserting Symbols in the Header

You may choose to insert symbols to separate your contact information in the header of your resume, CV and cover letter. Use a simple symbol, such as a dot.





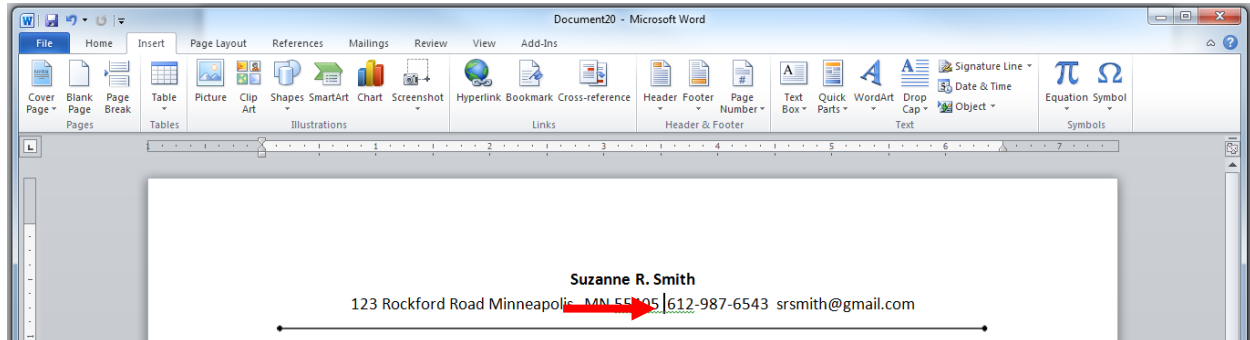
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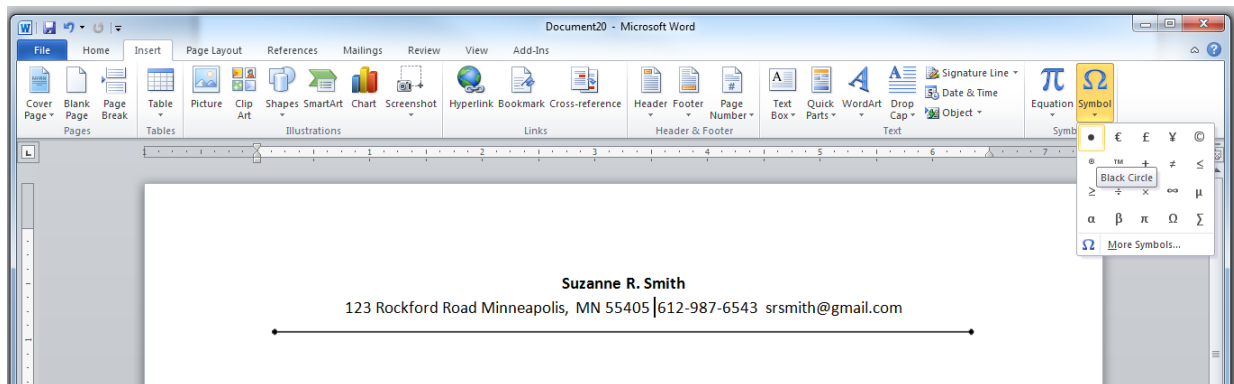
### Step 1:

Place your cursor where you would like to insert a symbol.



### Step 2:

Click on the **Insert** tab at the top of the screen, and then click on **Symbol** in the **Symbols** section. Click on the symbol to insert it to the page.



### Creating a Second Page Header

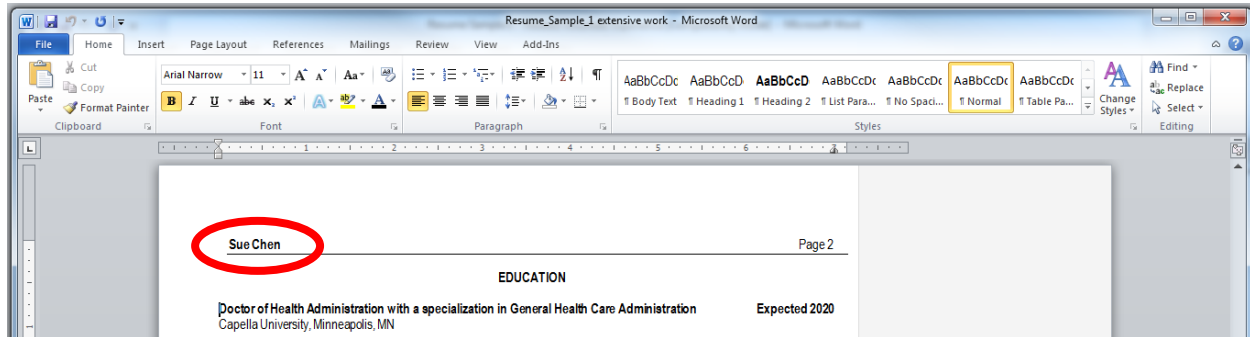
If your resume or CV is longer than one page, you will want to use a header at the top of the subsequent pages to identify your name and the page number as shown below.

# FORMATTING SKILLS FOR RESUMES, CVS, AND COVER LETTERS

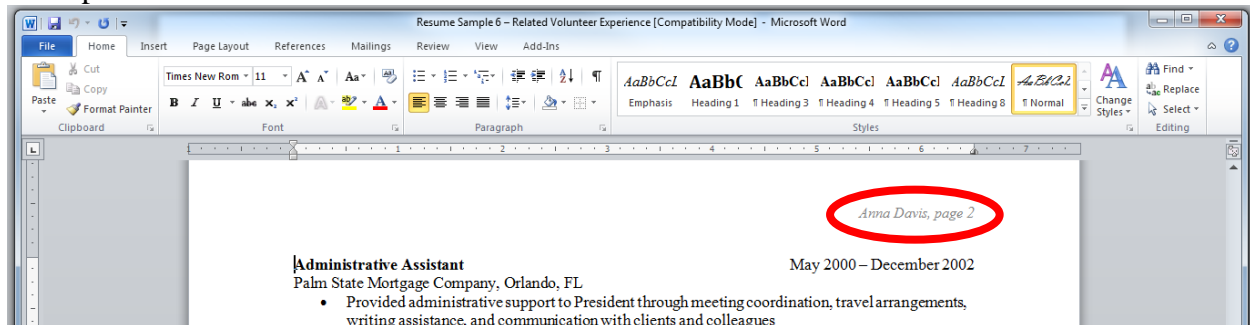
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Example 1:

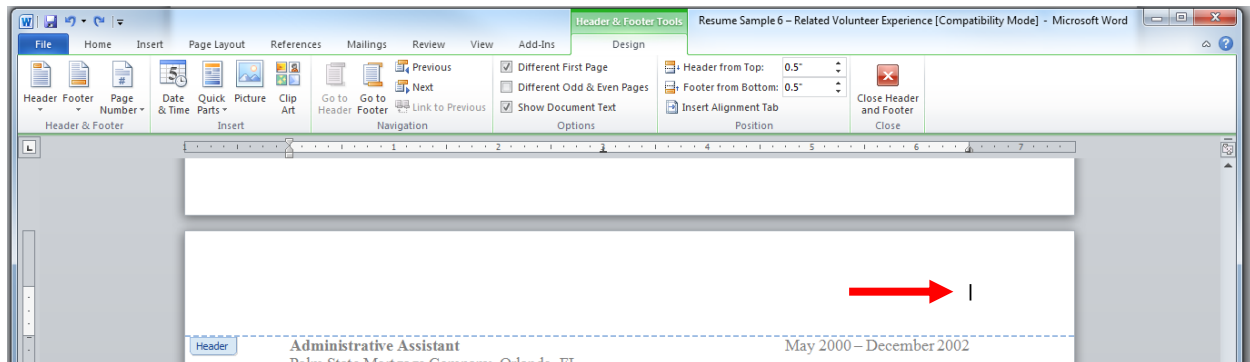


Example 2:



## Step 1:

Scroll to page 2 of your document. Double click in the header section at the top of the page.

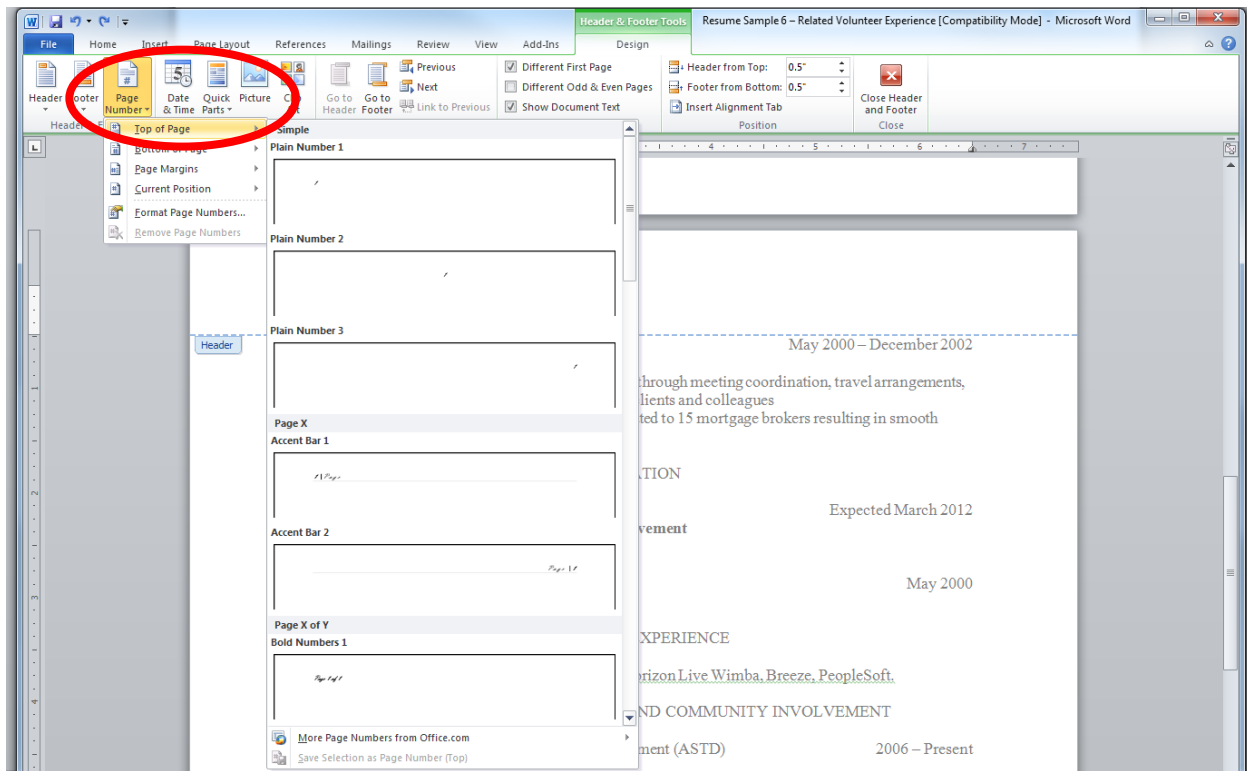


## Step 2:

On the **Design** tab, in the **Header & Footer** group, click the arrow next to the **Page Number**. Select your placement and design from the drop down menu.

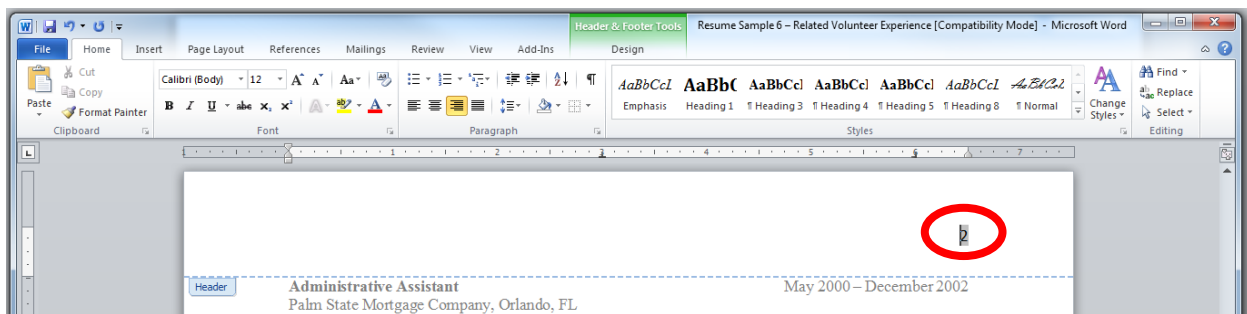
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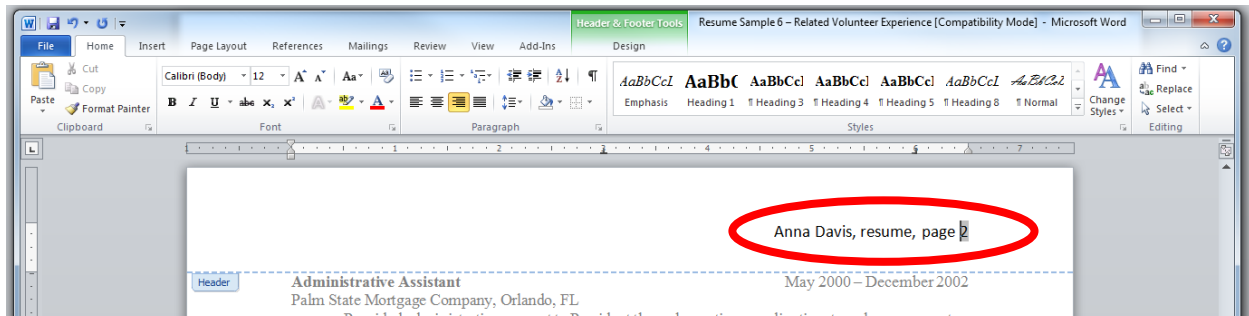
### Step 3:

Once you have selected a format for the page number, you can add text, such as your name, the document title, and the word "Page" to the header.



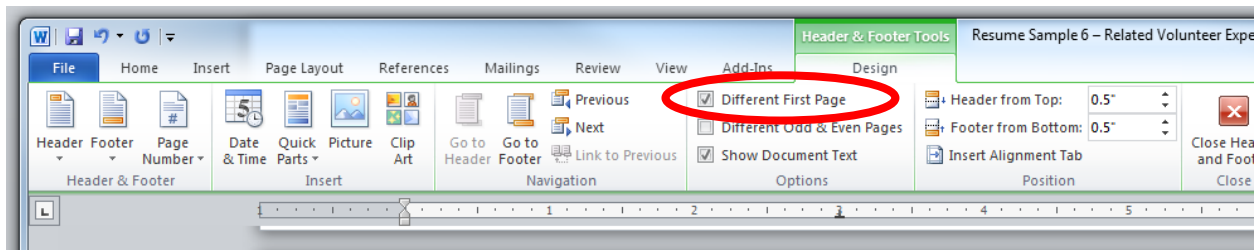
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### Step 4:

On the **Design** tab, in the **Options** group, check the box next to the **Different First Page**. This will keep your second page header from showing up on the first page of your document.



## Creating Tables with Invisible Borders

You may want to use a table with invisible borders, in lieu of columns, to highlight skills or other short points in your resume, CV, and cover letter.

Here is an example of a list of technical skills using a table with invisible borders:

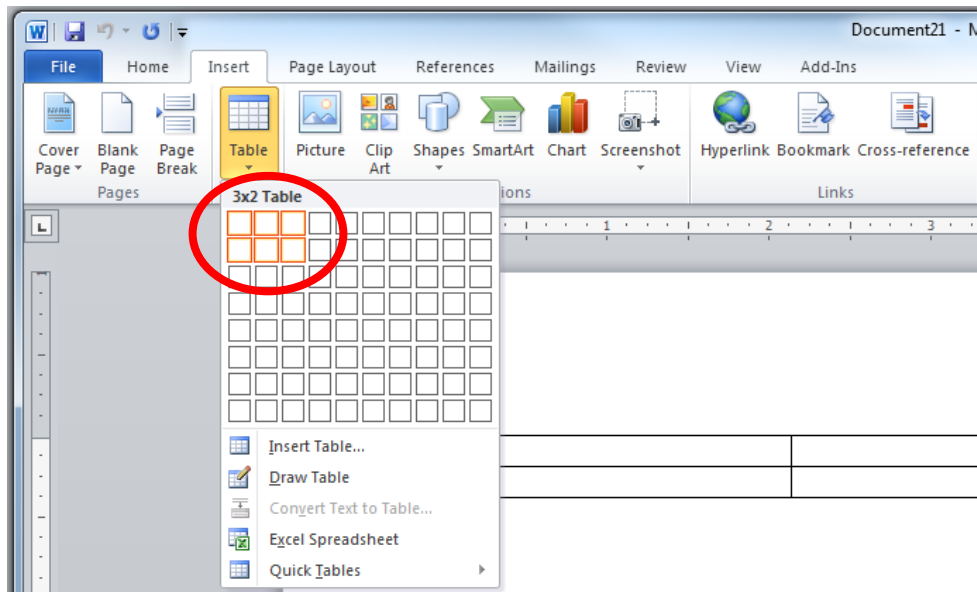
- |                  |                   |              |
|------------------|-------------------|--------------|
| • Microsoft Word | • Microsoft Excel | • PowerPoint |
| • Illustrator    | • InDesign        | • Photoshop  |

### Step 1:

On the **Insert** tab, in the **Tables** group, click on the arrow under **Table**. Decide the number of rows and columns you need in your table and create your table by highlighting the squares in the dropdown menu.

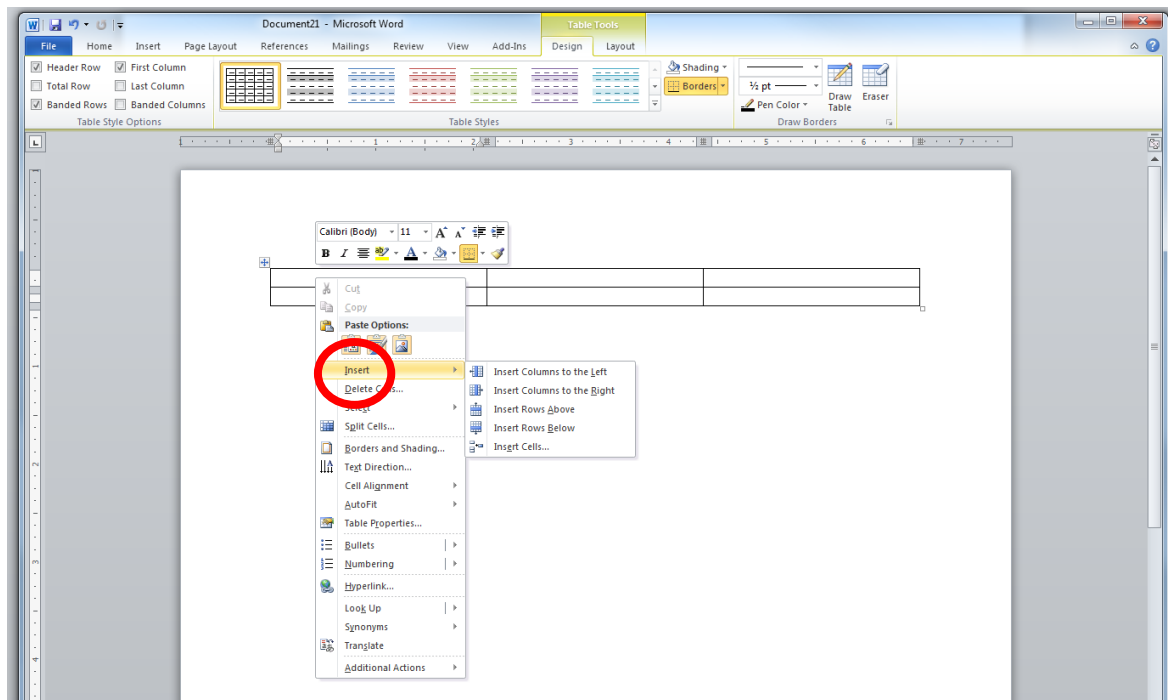
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### Step 2:

Use the **Tab** key to move from cell to cell. To add new cells, place the cursor in any cell and right-click to open the quick menu. Scroll to **Insert** on the drop down list and choose from the list of options to insert additional cells.



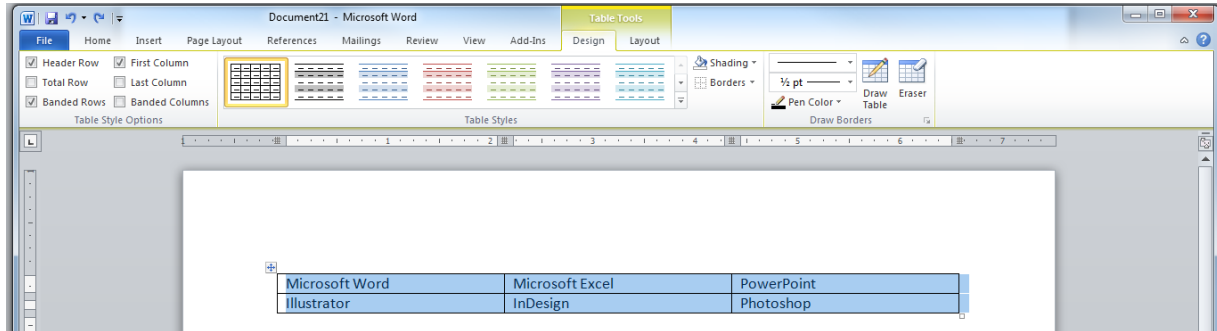
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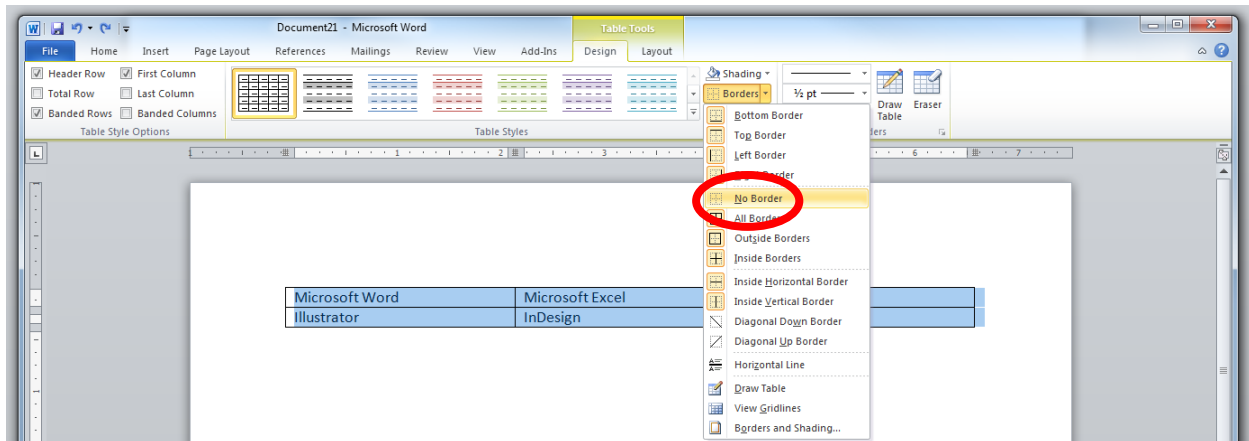
### Step 3:

Double click on the left hand corner of the chart to select all.



### Step 4:

On the **Design** tab, in the **Table Styles** group, click on the arrow next to **Borders**. Choose **No Border** from the drop-down menu.



## Saving Your Document

When submitting your resume, CV and cover letter to an employer via email, considering sending a PDF version of your document- a PDF preserves your document's formatting.

### Step 1:

With your document open, on the **File** menu, click **Save As**.

### Step 2:

Choose the location (folder or desktop) where you would like to save the document.

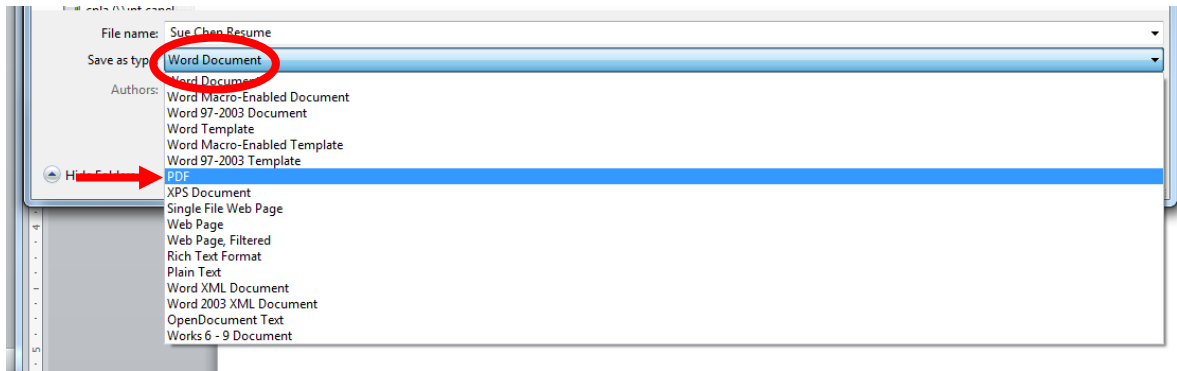
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### Step 3:

Type the name of your file (it is recommended that you use your full name and the document title) into the **File name** field. Click the arrow in the **Save as type** field and select **PDF** from the drop-down list. Click the **Save** button.

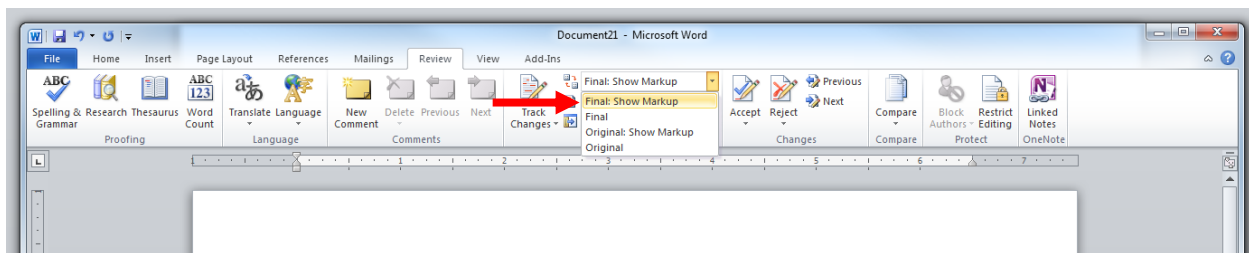


### Using the “Track Changes” Feature

When you submit your resume, CV, and cover letter for review, a career counselor may make formatting changes directly to your document using the **Track Changes** feature.

#### Step 1:

On the **Review** tab, in the **Tracking** group, click on the arrow next to **Final: Show Markup**. This allows you to view changes.



#### Step 2:

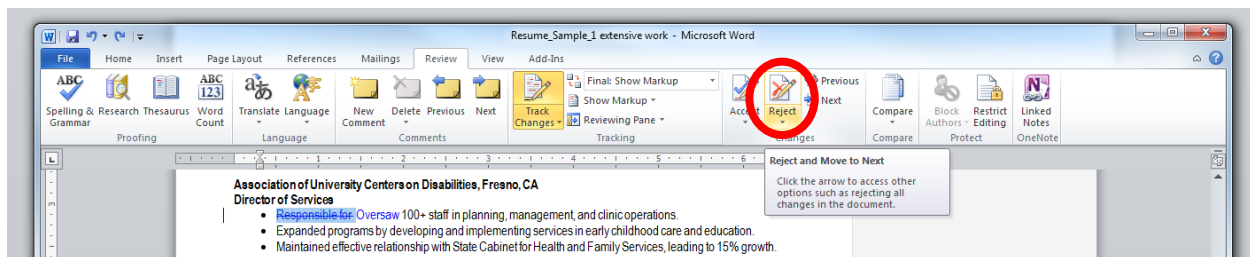
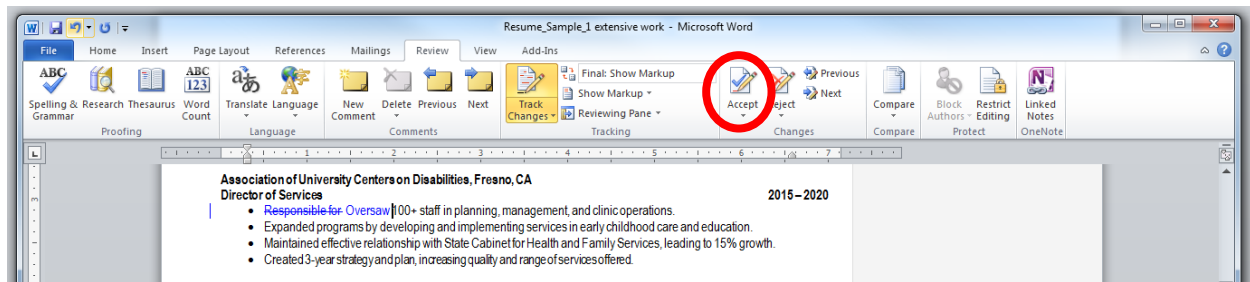
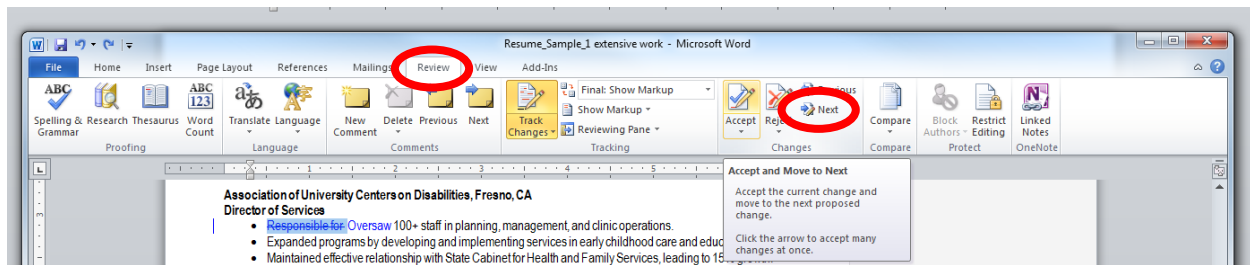
To accept or reject tracked changes to remove them for your document:

To look at each revision one at a time, on the **Review** tab, click **Next** in the **Changes** group, and then **Accept** or **Reject**. Word keeps or removes the change and then moves to the next tracked change.

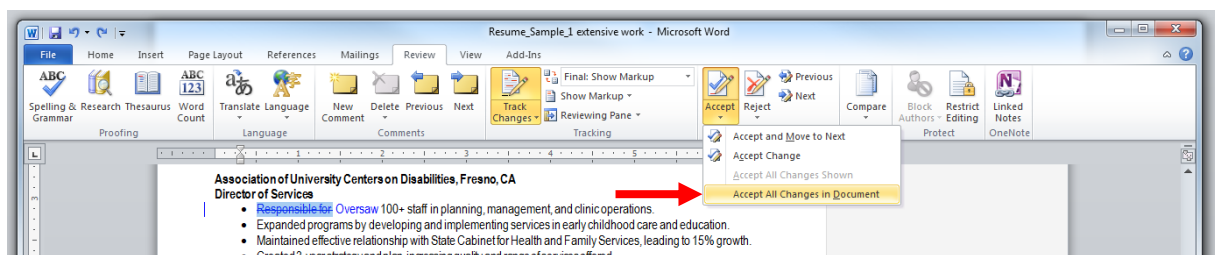


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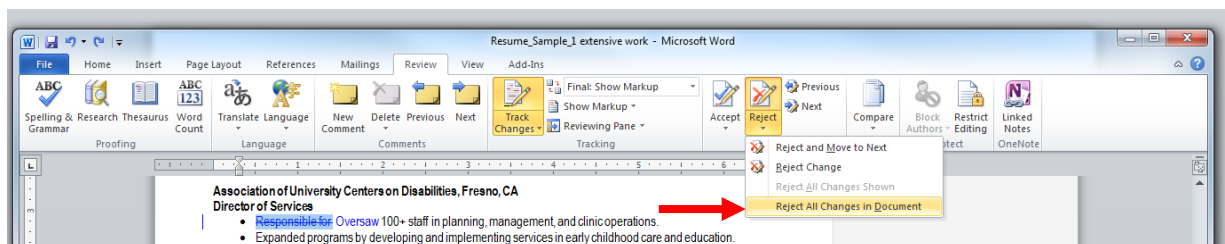
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To accept all the changes at the same time, click the arrow below **Accept**, and then click **Accept All Changes**.



To reject all the changes at the same time, click the arrow below **Reject**, and then click **Reject All Changes**.





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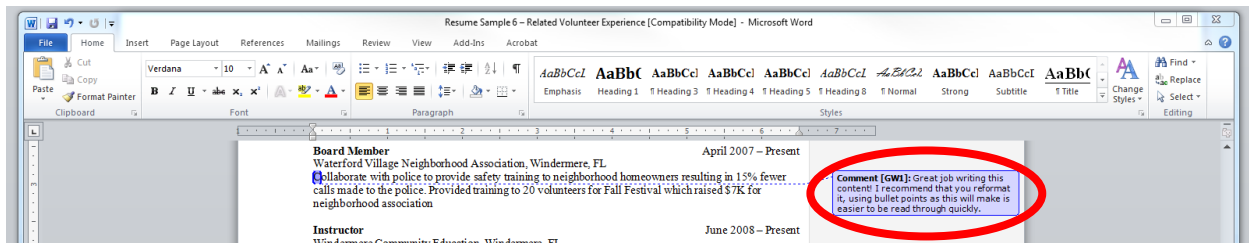
### IMPORTANT NOTE:

Choosing **FINAL** view in the **Tracking** group helps you see what the final document will look like, but it only hides the tracked changes temporarily. The changes are not deleted, and they will appear the next time someone opens the document. To delete the tracked changes permanently, you'll need to accept or reject them.

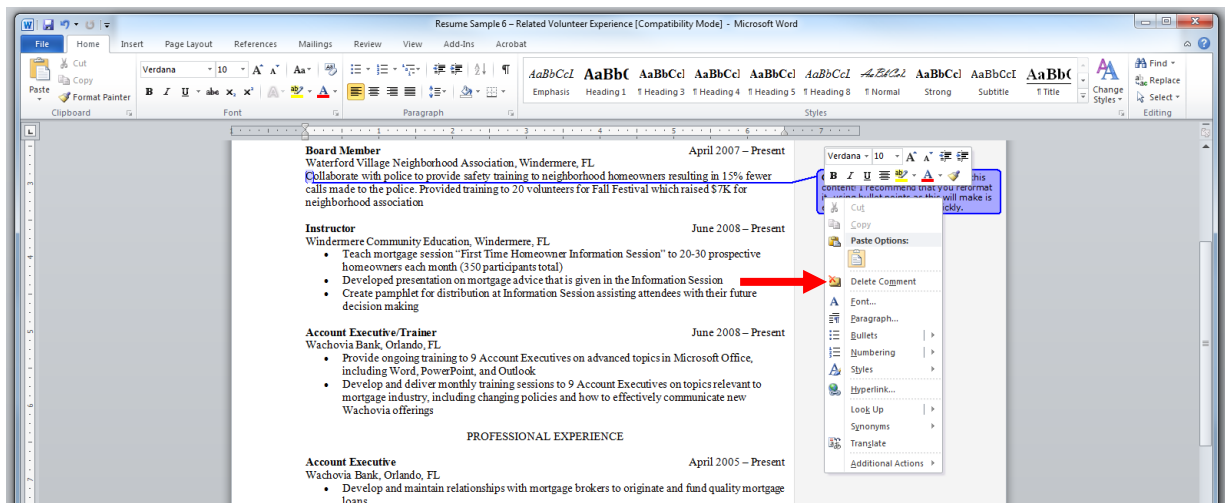
### Deleting Comments

When you submit your resume, CV, and cover letter for review, a career counselor may insert **Comments** into the text of your document. A balloon or box will appear in the right margin of your document, which will include the counselor's comment, or describe the change that was made.

**NOTE:** Once the comments have been deleted and the changes accepted or rejected, the right margin will return to the width you originally set for the document.



After you have read the comments, you may delete them by right-clicking on each comment box and selecting **Delete Comment** from the drop-down menu.



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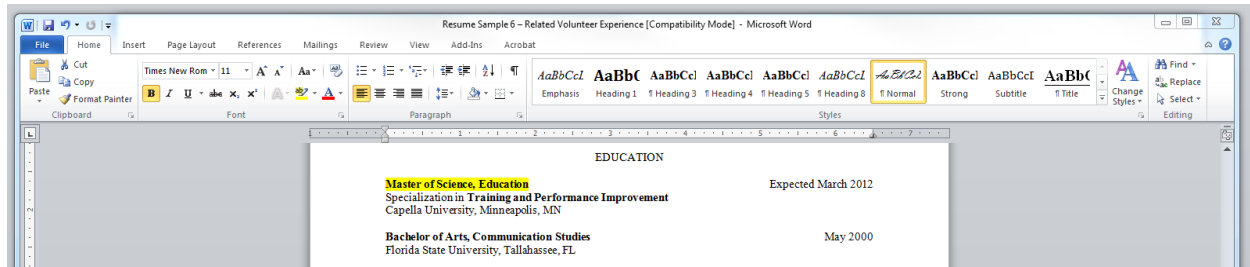


### Removing Highlighter

Follow the steps to remove highlighted text in a document.

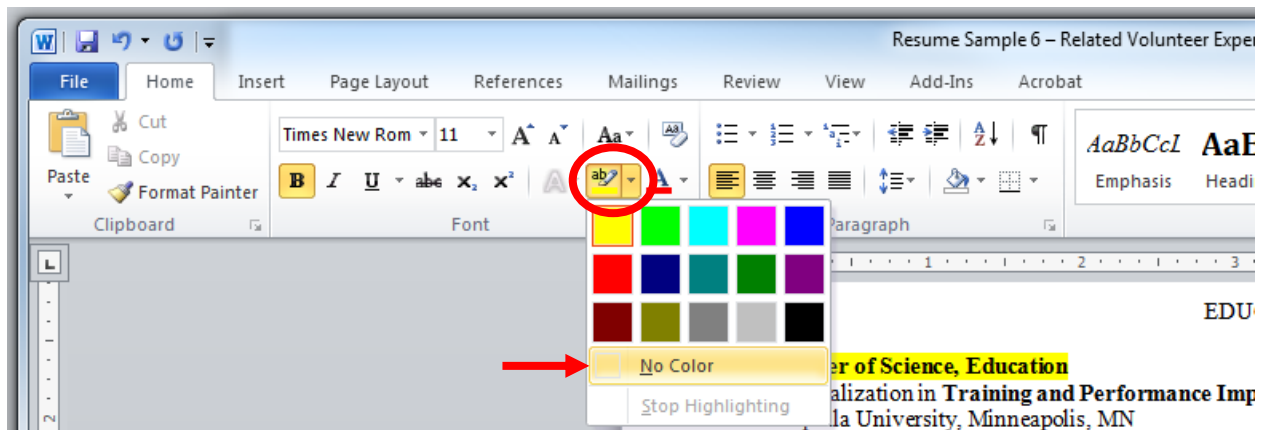
#### Step 1:

Select the text you want to remove highlighting from.



#### Step 2:

On the **Home** tab, in the **Font** group, click the arrow next to **Text Highlight Color** icon. Click **No Color**. This will remove the highlighter from your text.



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## Microsoft Word Help Menu

If you have questions about any of these formatting skills, please utilize the “Help” function in Microsoft Word.

