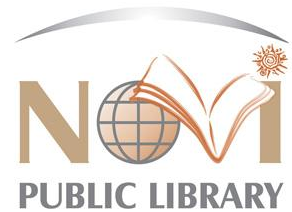


Create Your Résumé on our Template



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Create Your Résumé on Our Template

The Novi Library has provided three basic résumé templates for you to edit and make your own. Simply click on the links, open the document and put in your own information. The basic formatting structure is done for you. You can add rows or sections where you want by following directions elsewhere in this document.

Keep in mind that your résumé represents you to potential employers. Employers will see hundreds of applicants in a job market like this. They look for any easy way to narrow down the applicant pool. Don't let yours get tossed aside for simple mistakes. Your résumé should be clean, clear, concise and professional.

Follow These Tips to Make the Most of Your Résumé.

- Grammar, punctuation and spelling all matter. Stay consistent in capitalization, present/past tense, formatting, spacing, etc.
- Use a professional sounding e-mail address and leave your personal e-mail out of it. It takes mere minutes to create a new e-mail address dedicated to professional correspondence. "Fluffykitten123@netscape.com" is not going to get many responses.
- Use action verbs instead of passive verbs for job descriptions. For examples, check out [Yale's](#) or [Boston College's](#) list of action verbs for résumés.
- Have someone else proof-read your résumé. A fresh set of eyes will catch something you may have passed over 100 times.
- Customize each résumé you send out. Focus on the employer's needs. Show why you are a good fit for that particular posting.
- Match up some of the keywords in the job posting. Often, employers use software that scans incoming résumés for these keywords. If you use the wrong words, or even the wrong synonyms, your résumé may be left out.
- Any potential employer will probably search for you on the web. Before you send out your résumé, make sure your online presence doesn't have anything that will compromise your position – Check that your Facebook posts/photos are not too unprofessional. Even if you de-activate your account temporarily, many companies pay Facebook to be able to access de-activated accounts.

What Kind of Résumé Format Should I Choose?

Chronological	Functional	Hybrid
<ul style="list-style-type: none">• Is the most commonly used format for résumés• Lists the most recent experience first• Shows upward progression in one field	<ul style="list-style-type: none">• Highlights skill sets over experience• Ideal for those entering the job market for the first time or those with employment gaps• Demonstrates transferable skills across professions• Shows a wide variety of work experience	<ul style="list-style-type: none">• Emphasizes relevant & related work• Works well with limited or varied work experiences such as temporary or freelance work• Jobs & dates are merely listed instead of detailed because skills & experiences are shown separately

Working with our Template – Formatting Tables in Microsoft Word

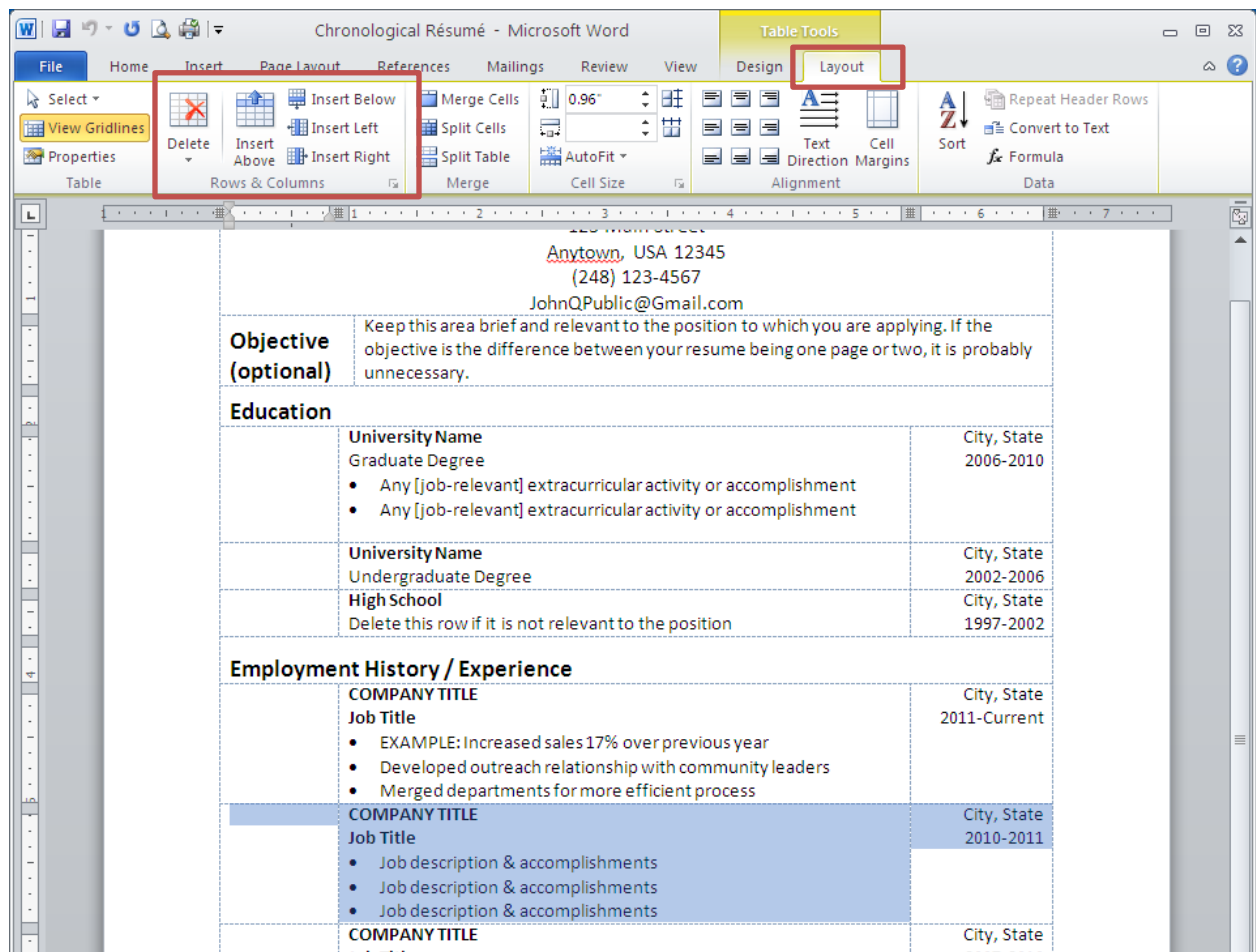
Use our basic résumé templates and fill in your own information. More than likely, this résumé will not fully match your employment history, etc. You may need to rename sections, add/delete a row here and there, play with the spacing and otherwise adjust the layout. Follow these steps to make the process easier.

Adding a row

1. Click anywhere inside the table, then click layout in the ribbon at the very top of the window.
2. Now in the rows & columns section, you can add or delete rows & columns as you wish
NOTE: The newly inserted rows will show up with the same margins and number of columns as the rows. In the new row, you can also merge or split cells to get the number of columns you need.

OR

1. Select the existing row above/below where you want the new row.
2. Right click and locate "insert" on that pop-up menu, then select "Insert rows above/below"



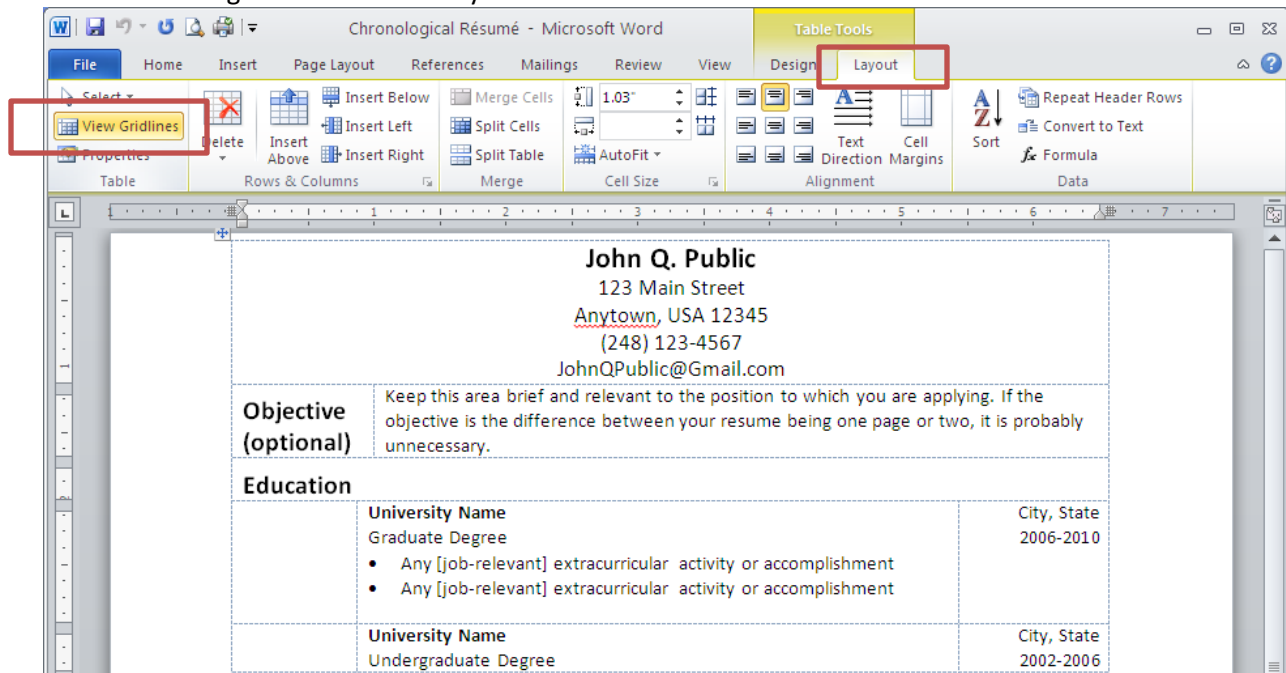
View the Gridlines

Viewing the gridlines is a helpful tool when you're creating your Résumé, applying formatting, and adding/deleting rows. They allow you to see where one cell within the table ends and the next cell starts.

NOTE: Even with the gridlines visible on the screen, you'll notice that they do NOT show up in the print preview.

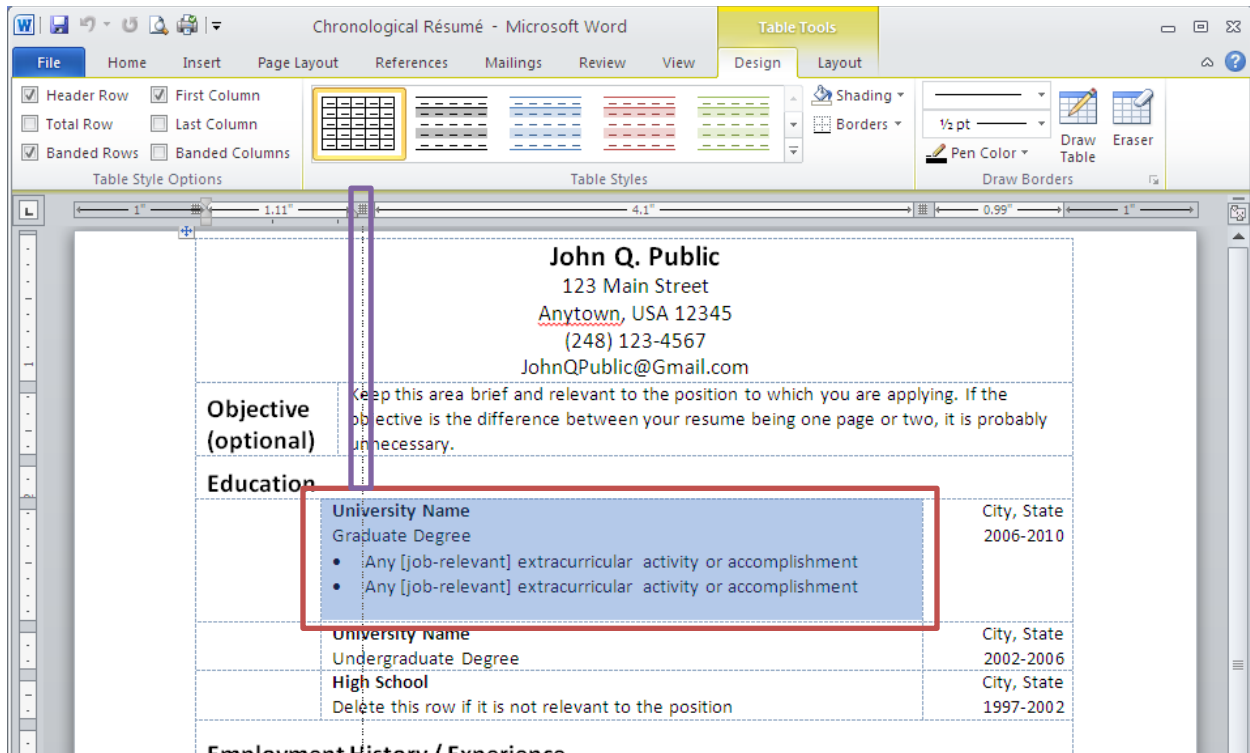
To toggle the gridlines on or off:

1. Click anywhere inside the table
2. In the ribbon at the very top of the window, click on layout
3. Click "view gridlines" on the very left side



Changing Cell Borders in a Table

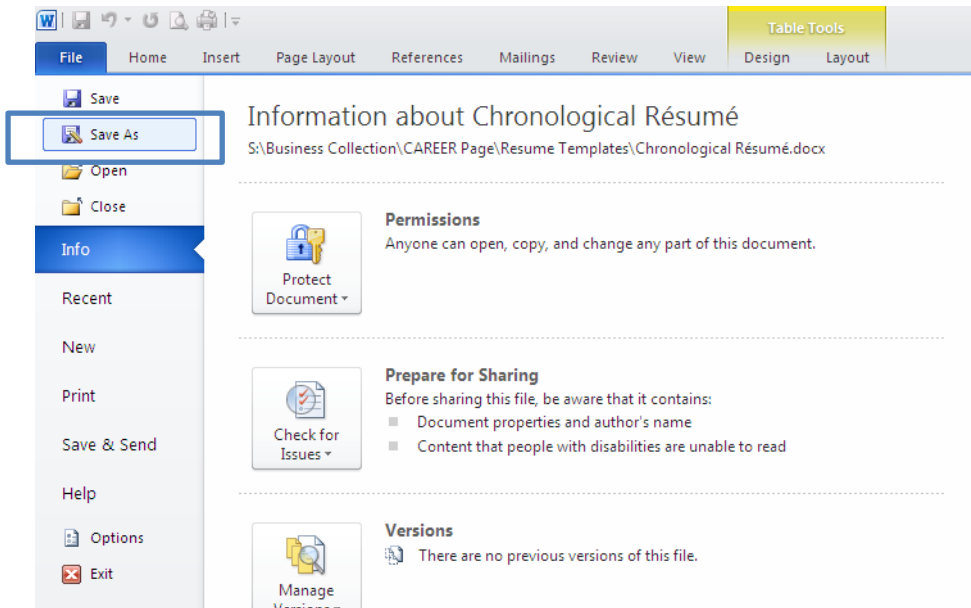
Select the table cell or range of cells that you want to adjust [the red box in the image below]. Mouse over the cell border until the cursor changes to a vertical/horizontal line with arrows on both sides - this is where you can adjust the border by dragging the dashed line [inside the purple box in the image below]



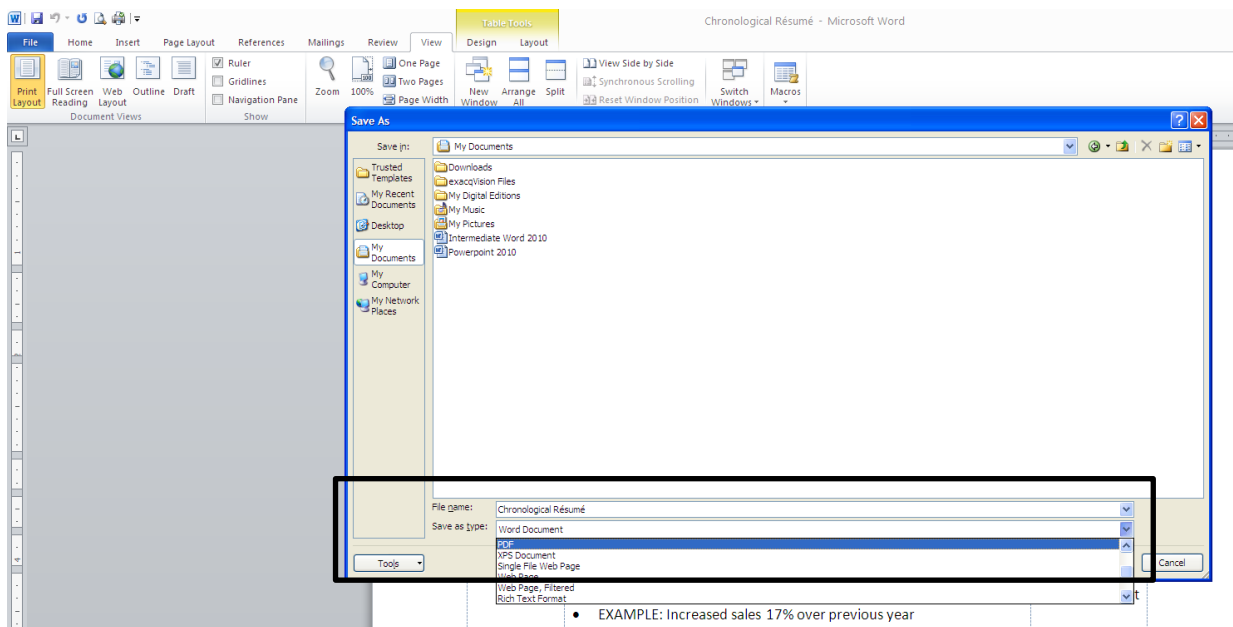
NOTE: In this case, only the borders of the highlighted cell will be adjusted.

Saving and Sending Your Résumé

When sending to an employer, you want to save your Résumé as a PDF. Click on File (or the Office Button, depending which version of Word you're running) in the top left corner and select Save As.



Now name your file and select PDF from the “Save as Type” menu.



The copy you send out to prospective employers should be in PDF format. Keep a copy of your résumé in Word format for yourself to easily make changes the next time you need to.

Useful Resources at the Novi Library

The Novi Public Library provides access to many useful resources for job-searching, résumé writing, researching companies. We have books, workshops, eBooks, [databases](#), links and more.

Check out our business & career collections near the 2nd floor information desk

- [Career databases](#) to help you write your résumé, have it reviewed, and find the right posting for you
 - Use Career Transitions for career exploration, résumé writing and job searching. They have sample résumés by specific industries and experience level
 - Use Learning Express (in the “Education” section of our Databases page) for other résumé building/review services
 - Use Help Now to have your résumé reviewed

Additionally, look for organized links to business associations, sample business plans, demographics, and more on the Novi Public Library Website at [Recommended Business Websites](#)