Lesson #7 Contents

Creating Resumes

There are as many different ways to create a resume as there are resumes. Microsoft Works offers a choice of formats, from chronological to qualifications to *Curriculum Vita*e (Greek for "Course of one's life"). It is a short account of your career and qualifications within your profession.

If you are starting from scratch, there are a couple of rules of thumb:

> Microsoft Works states that your resume should be about one page long, although many places think that 2 pages plus a cover page is maximum.

> It doesn't really matter which comes first, the work history or the education, whatever qualifies you most for the job you are applying for should come first.

> The order of listing information is: the most recent one is listed first and then you list down to the oldest.

Some other suggestions include:

> Never put information on your resume that is older than ten years, unless it has a specific qualification that applies to any future job that you may be trying to get in that field.

> Also your birthday and social insurance number should never appear on your resume, it's too personal of information and at the level of just applying for a job, it's not needed, but be sure to supply it when you get hired.

> If you stayed at a job less than one year, just put the year instead of the whole date (Month/Year).

> Your resume should be printed on plain white or manila coloured paper, it can be of a heavier weight that a regular piece of paper.

> You can put the date on the top of the resume, but it does date it and makes it old quickly. You can put just the month and year on it, which will make your resume good for one month, or you can leave the date off entirely.

> You should also include any volunteer activities, so people can see the transferable skills that you would bring to your new job.

Again, these are just suggestions.

Do what you think is best for you.

Cover Letter

When creating a cover page, create it like you would a professional styled letter. It should include your name, address and phone number, a salutation (opening - dear sir etc.) and possibly even the date.

It should be brief and to the point, but it should be treated as an introduction about yourself, to the person to whom you are applying for the job. There should be an ending and your name as well, typed with a space left in between the ending and your typed name to hand write your name.

So in summary: there should be an introduction, a body and a summary and an ending.

Education

When you carry over onto the next page (after the cover letter), with educational history, you should repeat your name, address and phone number on to the top of the next page. Again your work and educational history information pages can be switched around.

On the education page, you should list your highest education level, any courses or seminars or other certificates that you hold: anything that you feel is important.

Under the skills heading, make sure you list all the skills that you can do, that apply to the job, i.e.. computer skills, cash register etc. Again anything that you feel is important.

Under achievements, list anything that you think is relevant to the job you are applying for, i.e.. organizing an event, teaching something etc..

Work History

This is a list of jobs that you have had during your working career. The job that you were just recently at should be listed first and then go down to the oldest job.

Most of the information on this page is done in point form, listing the place of work, time there, job title and job duties. Make sure you list any pertinent transferable skills.

Again your name, address and phone number should appear at the top of the page. this is so that if your resume sheets get separated, the employer will know where it belongs and it will save them time not having to continuously go back to the cover page to look it up.

Template Resume Cover Page

1. Double click on the Microsoft Works program icon to open the program.
2. Click on Task Wizard tab.
3. Click on Letter . Choose YES, to run the task wizard .
4. Click on Professional then click on Create it.
5. Click on letterhead, then on design your own letterhead.
6. Click on personal (the last address used will be shown), type your own.
7. Click on next.
8. Click on personal name and type your name.
9. Click on next.
10. Type your address and then click next.
11. You can add your phone number, whether it's home, business, fax or e-mail.
12. Click on next.

    It will show you a completed letter head. Click on O.K.

13. Click on address, then click on "I want to type a single address".
14. Click next.
15. Type in the recipient's name and address listed below.

    Mr. John Smith
    1234 Apple Street
    Orchard Park, On
    L5Z 1P4

16. Click next.
17. Type in your greeting: Dear Mr. Smith.
18. Click next and then OK.
19. Click on Content. Scroll down and click on "resume cover letter".
20. Then click on O.K.
21. Click on Text style, click on prestige style. Click O.K.
22. Click on create it and the task wizard will create a document using the choices we made, click create a document. The document will open with a pre-designed letter.

Now we have to make some changes to this letter.

To Make Changes to Template Resume Cover Letter

Highlight text and enter these changes in:

1. Change "an industrial sales and marketing" to a receptionist position.
2. Change "13 years" to 4 years
3. Change "of professional sales and marketing" to Office experience.
4. Change "4 years" to 2 years.
5. Change "West Coast sales" to West coast Limited.
6. Change "sales program in the pulp and paper industry" to an office managing a staff of 10 people.

7. Change "distribution channel" to daily office
8. Change "product promotion and development to clerical duties and bookkeeping.
9. Delete everything else down to origination and then add: I have a good working knowledge of computers and some of the software programs that are available on the market today.
10. Change the phone number to your own phone number.
11. Then delete the letter tips section.
12. Delete the "your name goes here" and type your own.
13. After you have made your changes, click on print preview and make sure your page is the way you want it.
14. Then click on Spell check to check for spelling errors.
15. When your letter is the way you want it to be, print it out.

Fred Smith

123
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

August 31, 1999

Mr. John Smith
1234 Apple Street
Orchard Park, On
L5Z 1P4

Dear Mr. Smith,

I believe my experience and solid record of achievement make me an ideal candidate for an industrial sales and marketing position in your firm.

I have over 13 years of professional sales and marketing experience, with a four-year career base established with West Coast Sales. As my enclosed resume indicates, I have successfully managed sales programs in the pulp and paper industry. My experience includes distribution channel organization and training, product promotion and development in both the international and domestic markets, and advertising and collateral promotional materials origination.

Please call me at (M) 555-4168 after 6 p.m. if you need further information about my experience.

LETTER-WRITING TIPS (Please delete the following tips before printing.)
- Generally, these letters are sent to so many people that individual follow-up is impossible. Providing a phone number and "best time to call" is the next best strategy.

Letter sample and tips from Business LetterWorks software by Round Lake Publishing. Letter #11-12. For more information, type "Round Lake Publishing Co." in the Help Index.

Sincerely,

Your name here

To Create Template Resume Educational History

1. Double Click on the Microsoft Works icon to open the program.
2. Click on the Task wizard tab.
3. Click on Resume, Click OK.
4. Click Yes to run the task wizard and then on Chronological.
5. Click on Letterhead, then on design your own letterhead.
6. Click on personal (the last address used will be shown). Type your own.
7. Click next.
8. Click on personal name and type your name.
9. Click on next.
10. Type your address and then click next.
11. You can add your phone number, whether it's home, business, fax or e-mail.
12. Click next.

    It will show you a completed letter head. Click on O.K.

13. Click on layout. Choose the prestige heading.
14. Next click on Headings. Make sure that there is an "X" in the education and the work history box. We will also want to have an "X" in computer skills and "I want to type one of my own", in there we will type the word "Achievements" We can delete the work information when the task wizard sets up our resume work sheet.
15. Click on entries. Select 1 job and then on education select 2.
16. Click on create it and the task wizard will create a document using the choices we made, click create a document. The document will open with a pre-designed resume.

Now we have to make some changes to the resume.

To Make Changes to Template Resume Educational History

1. Make sure the word "Education" is at least two lines beneath your name and address.
2. Change all headings to 14 sized font instead of 10. Hit enter two times.
3. Highlight and delete the work experience entry and the word Computer.
4. Type the date 1998-present in the first entry.
5. Type Somewhere College for the school.
6. For the degree type Computer repair. Make sure there is two lines between the headings and the information.
7. In the next entry, for the date, type in 1994-1998
8. Type Nowhere High School

9. For the degree, type Ontario Secondary High School Diploma

   Under Skills type:

   > Repairing computers
   > Knowledge of software programs
   > Dealing with the public
   > Use of a photo copier, fax machine and typewriter.

   Under Achievements type:

   > Citizen of the year award
   > Currently volunteering at the local Retirement Home
   > Currently upgrading computer skills

Fred Smith

123
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

WORK HISTORY

19xx -19xx

Position, Name of Company
Using action words to maximize the impact, describe your current or most recent responsibilities. Be concise; remove all unnecessary words & phrases. Include the specific results of your actions or decisions to demonstrate your contribution.

19xx -19xx

Position, Name of Company
In the same manner as above, describe your previous job.

19xx -19xx

Position, Name of Company
In the same manner as above, describe your previous job.

19xx -19xx

Position, Name of Company
In the same manner as above, describe your previous job.

EDUCATIONAL HISTORY

19xx -19xx   Degree obtained, school name
19xx -19xx   Degree obtained, school name

COMPUTER SKILLS

- List software applications, operating systems, and pertinent hardware information.

- Include years of experience, or describe your level of knowledge.

ACHIEVEMENTS

Your own entry goes here.

To Create Template Resume Work History

1. Double Click on the Microsoft Works icon to open the program.
2. Click on the Task wizard tab.
3. Click on Resume, Click OK.
4. Click Yes to run the task wizard and then on Chronological.
5. Click on Letterhead, then on design your own letterhead.
6. Click on personal (the last address used will be shown). Type your own.
7. Click next.
8. Click on personal name and type your name.
9. Click on next.
10. Type your address and then click next.
11. You can add your phone number, whether it's home, business, fax or e-mail.
12. Click next.
    It will show you a completed letter head. Click on O.K.
13. Click on layout. Choose the prestige heading.
14. Next click on Headings. Make sure that there is an "X" in the education and the work history box. We can delete the education information when the task wizard sets up our resume work sheet.
15. Click on entries. Select 3 jobs and then on education select 1.
16. Click on create it and the task wizard will create a document using the choices we made, click create a document. The document will open with a pre-designed resume.

Now we have to make some changes to this letter.

To Make Changes to Template Resume Work History

1. Make sure the word "work history" is at least two lines beneath your name and address.
2. Change work history to 14 sized font instead of 10. Hit enter two times.
3. Highlight and delete the education entry.
4. In the date type in 1993-present
5. job title is Race car driver.
6. Company is Indy 500
7. Make sure there is a line between the company name and the job description.
8. Highlight "using action words - to - contribution and delete. Add the following:

   I have driven in the last three Indy 500 car races, finishing first and third in two of them. I work extremely well under pressure. I have a good working knowledge of car maintenance and the internal workings of an engine.

9. In the next job entry, for the date, type in 1985-1993
   Job title is Manager
   Company name is J. Walker
   Job description is: As a plant manager, I oversaw the daily operations of the night staff and the production lines. I was in charge of quality control for the fresh products we supplied and dealt with the suppliers, who supplied us with the fresh fruit.

10. In the next job entry, for the date type in 1980-1985
    Job title is Computer analyst
    Company name is computers are us
    Job description is: I have the basic computer knowledge that is required to input and analyze data from various sources including baseball statistics and government control over the beef industry.

Fred Smith

123
Wherever, On
Z1Z 1Z1
Home Phone 555-555-5555

WORK HISTORY

19xx -19xx

Position, Name of Company
Using action words to maximize the impact, describe your current or most recent responsibilities. Be concise; remove all unnecessary words & phrases. Include the specific results of your actions or decisions to demonstrate your contribution.

19xx -19xx

Position, Name of Company
In the same manner as above, describe your previous job.

19xx -19xx

Position, Name of Company
In the same manner as above, describe your previous job.

EDUCATIONAL HISTORY

19xx -19xx

Degree obtained, school name

Outcomes Lesson #7

1. Learners can create a resume, complete with cover page, work history and educational experience from a template.

2. Speak and listen effectively.

3. Write clearly to express ideas.

4. Read with understanding for various purposes.