

How to Create a Resume in Microsoft Word !

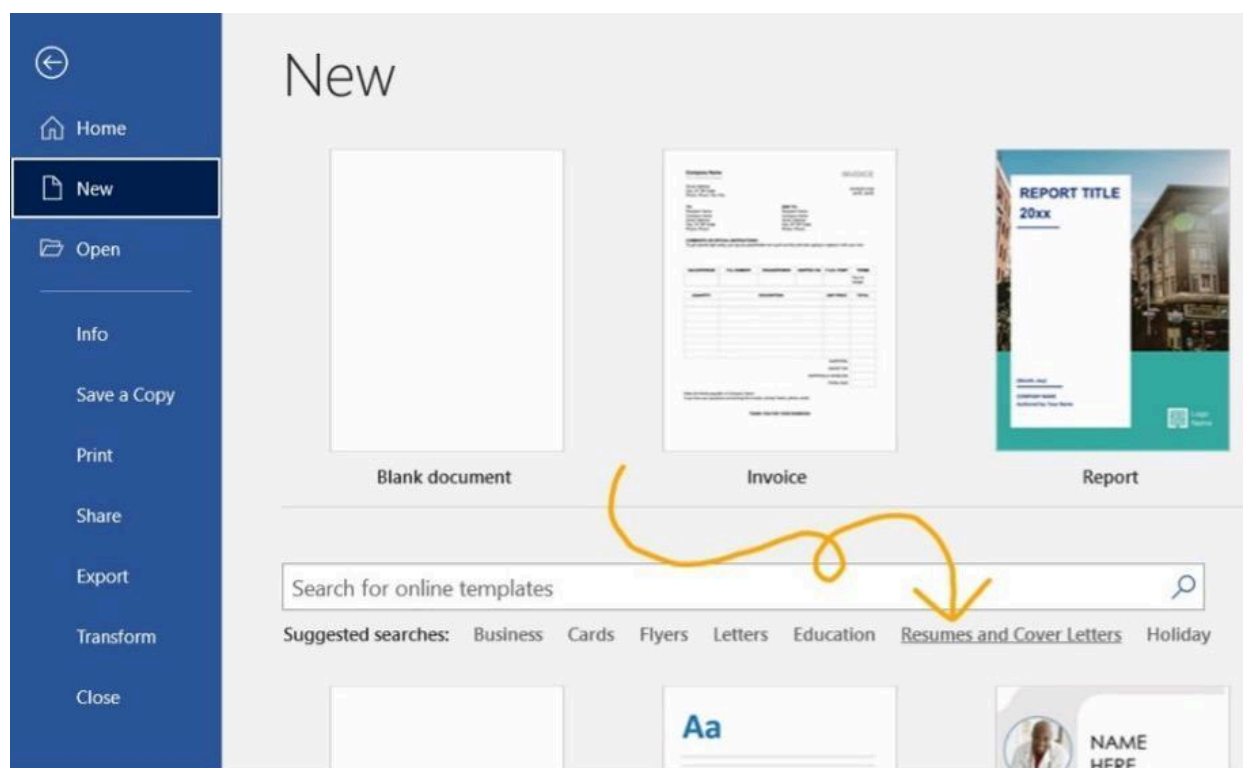
If this is your first time creating a resume in Microsoft Word, the process may seem overwhelming. Luckily, this article is here to help! In this step-by-step guide, we will cover how to create an effective resume from start to finish using Microsoft Word.

How Do I Make a Resume in Microsoft Word?

There are two primary methods for making a resume in Microsoft Word:

1. **From Scratch:** This gives you the ultimate creative control. However, it also requires you to familiarize yourself with all of Microsoft Word's tools and layout options. Building a resume from scratch can be more time-consuming but also more customizable.
2. **From a Template:** Microsoft Word offers several pre-made resume templates. By using these, all the formatting and layout creation is handled for you. You simply have to fill in your own information.

To use a template, go to File > New and then select a template from the Resume and Cover Letter section.



How Should I Format My Resume in Microsoft Word?

The format you choose will depend on your experience level!

There are 3 basic resume formats to choose between:

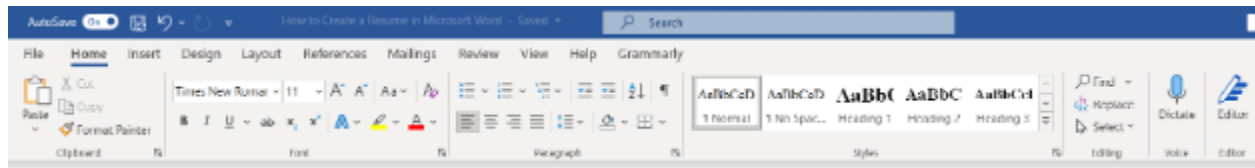
- **Reverse-Chronological:** Details your most recent job and works backwards from there. This format focuses heavily on work experience.
- **Functional:** Focuses on skills and education rather than work experience. This is a good option for recent graduates or applicants with minimal work experience.
- **Hybrid/Combination:** Combines elements of both the Reverse-Chronological and the Functional. This is a good option for applicants with gaps in their employment history.

Make a Resume in Microsoft Word in 7 Easy Steps

First, let's make sure you can navigate the Microsoft Word ribbon!

The ribbon is the toolbar found at the top of the screen.

It should look something like this:



The main parts of the ribbon you should familiarize yourself with on the **Home tab** are **Font**, **Paragraph**, and **Styles**.

These are how you will edit the appearance of your text and headers.

You should also familiarize yourself with the **Layout tab**.

This tab is where you will adjust your margins and add columns!

Once you have taken your time to figure out where all of your tools are, it's time to begin building your resume!

Important Note: These steps detail how to create a resume in Microsoft Word from scratch. By using one of the program's pre-made templates, you can bypass many of these steps and simply fill in the pre-made format.

Step 1: Create Your Layout

Let's begin by visiting the **Layout tab**.

Here, you can set your margin size and decide if you want to use columns.

Here is a breakdown of these two elements:

Margins:

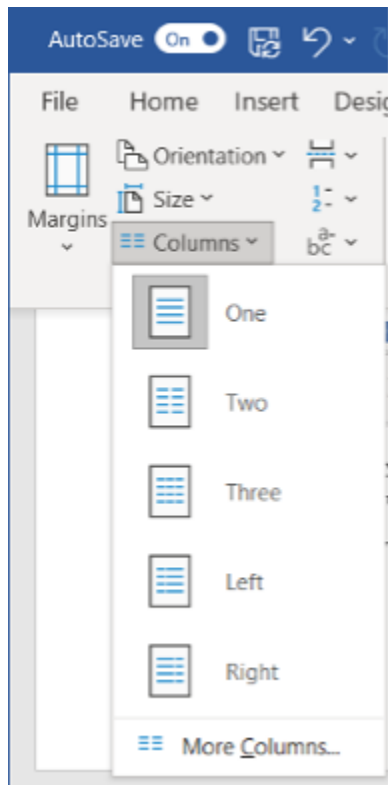
We recommend using 1-inch margins on all sides.

This will give you enough white space to keep your resume looking neat without sacrificing too much space.

It will also ensure your formatting looks good on printed versions of your resume.

Columns and Sidebars:

From the columns tab, you will find five options:



- The **One**, **Two**, and **Three** options are how you will create separate columns.
- The **Left** and **Right** options are how you will create sidebars! Sidebars are useful because they leave more room for the main text and sections.

From the **Home tab**, you can edit the following elements of your layout:

Alignment:

Choose between left, center, or right alignment.

We recommend using the left alignment.

Whichever you choose, it is a good idea to keep your alignment consistent across the board.

Line Spacing:

We recommend using 1.15 – 1.5 line spacing for the body text.

For section titles and headers, use 1.5 – 2.0 spacing to help them stand out from the rest of the text.

Font:

Use a simple and highly legible font. Try to use only 1-2 fonts throughout your resume.

We recommend the following seven fonts:

- Helvetica
- Times New Roman
- Arial
- Garamond
- Cambria
- Calibri
- Verdana

Step 2: Make Your Title Header

Your title header should contain the following information:

- Your Name
- Your Job Title
- Contact Information
- Website
- Professional Social Media Links

Use an **H1 header to write your name** at the very top.

Use the **Normal style to write the rest of your information** (see “How Do I Add Different Sections of the Resume on Microsoft Word” below for more information on header styles).

It should come out looking similar to this:

Jane Smith

Copywriter

Email: janesmith@website.com

Phone: (123) 456-7890

Website: Janesmith.com

LinkedIn: linkedin.com/in/janesmith

Jennifer Whitney Bass

Wedding photographer with an eye for capturing perfect moments. 6+ years of experience in photographing destination weddings, engagements, and bridal portraits.



Miami, FL
786-660-2028
jwbass@gmail.com
jwbasswedding.com

 [linkedin.com/in/jenniferwhitneybass](https://www.linkedin.com/in/jenniferwhitneybass)
 [facebook.com/jwbassweddings](https://www.facebook.com/jwbassweddings)
 [instagram.com/jwbassweddings](https://www.instagram.com/jwbassweddings)

WORK EXPERIENCE

CEO, Lead Wedding Photographer, JWBass Weddings

Miami, FL • January 2018 — Present

- Photograph weddings in a professional manner, without disrupting the ambiance
- Produced high-quality wedding photographs
- Shot and edited 400 weddings with 99% customer satisfaction
- Traveled to different locations to shoot destination weddings
- Trained and managed a team of 5 freelance photographers

Wedding Photographer, Bark

Fort Lauderdale, FL • June 2016 — November 2018

- Photographed weddings based on client requests
- Photographed weddings in a professional manner
- Provided consultations with wedding clients to discuss photography desires and expectations prior to entering into a contract
- Created slideshows and visual presentations to educate clients on styles, options, and inspirations

Photography Intern, Leslie Gabaldon Photography

Miami, FL • August 2015 — August 2016

- Edited photographs to match the theme and style of the organization
- Shot high-end fashion, weddings, portraits, and other genres of photography
- Edited photographs
- Named and maintained digital asset files

EDUCATION

Miami Institute of Photography & Studio

Miami, FL • 2012 — 2016

SKILLS

Destination Wedding Photography
Bridal Photography
Engagement Photography
Customer-Service Skills
Creativity
Communication
Adobe Creative Suite
Business Management
Accounting

CERTIFICATIONS

Certified Professional Photographer (CPP)
2019

LANGUAGES

English Spanish

ASSOCIATIONS

Wedding Photojournalist Association

2017 — Present

Adobe Certified Association

2014 — Present

Step 4: Create Your Base Format

By creating a base format, you can save the document as a separate file to return to and fill in again and again.

This will help you to tailor your resume to fit specific jobs!

The idea of the base format is to provide outlined sections with the correct spacing and number of bullet points.

You are essentially creating a skeleton for your resume that you can edit and adjust over time.

By doing so, you ensure you have already allocated the proper amount of space on the resume for each section.

For example, this is what your base Work Experience section may look like:

Work Experience

Job Title 1, Company Name

Date – Date

- Descriptive Sentence
- Descriptive Sentence
- Descriptive Sentence

Job Title 2, Company Name

Date – Date

- Descriptive Sentence
- Descriptive Sentence
- Descriptive Sentence

Job Title 3, Company Name

Date – Date

- Descriptive Sentence
- Descriptive Sentence
- Descriptive Sentence

As you gain more work experience, you can return to this base format and make changes as need be.

Because you have already outlined the section, you won't have to worry about reformatting the entire resume to make a few simple changes.

Step 5: Determine Your Section Organization

Once you have built the base format of your resume, it's time to determine if your sections are in the optimal location.

For instance, if you are creating a Reverse-Chronological style resume you will want your **Work Experience** section to come first.

Comparatively, if you are creating a Functional style resume you may want your **Skills** or **Education** section to come first.

The order and organization of your sections will impact the impression your resume makes on hiring managers.

Step 6: Fill in the Information

Now that you have created the base format of your resume and chosen the optimal organization, it's time to fill in your information!

When filling in your information, be mindful of the following 3 factors:

1. **Be Concise:** Always use simple sentences that clearly describe your strengths and accomplishments. Avoid complex sentences or overly complicated vocabulary and jargon.
2. **Use Bullet-Points:** In each section, use bullet points to separate each thought or idea. This will make your resume more visually appealing and easier to read.
3. **Choose Compelling Language:** Try to avoid repeating the same words or phrases over and over. Mix it up, use keywords, and find the best action verbs to make your resume sound even better!

Cory Layton

Experienced fitness instructor with a background in both group and individual fitness instructing. Familiar with accommodating instruction according to the students' levels and abilities.

WORK EXPERIENCE

Fitness Specialist – Group Exercise, Leidos

McLean, Virginia • August 2017 – Present

- Develop program plans and instruct B+ group exercise classes per week, including indoor cycling, strength training, and bootcamp training
- Conduct regular exercise equipment check and maintenance to ensure safety
- Educate students on proper form and practices for various types of exercises
- Act as an advisor on nutritional consultation
- Maintain positive relationships with students
- Curate upbeat and motivational music playlist to maximize students' performance and motivation
- Promote relevant fitness courses, programs, and promotions to appropriate customers

Personal Fitness Instructor, Orange Theory Fitness

Vienna, Virginia • April 2016 – Present

- Create safe and effective exercise programs for clients
- Personalize fitness program tailored to clients' fitness level, abilities, needs, and schedule of maximize client satisfaction and results
- Provide clients with fitness, health, and nutrition-related information and advice
- Educate clients on proper exercise practices according to clients' fitness levels
- Coach clients on cardiovascular training
- Work with clients to set attainable fitness goals and assist them in achieving them
- Assign weekly assignment and goals for in between training sessions

Boxing Instructor, TITLE Boxing Club NoVA

Falls Church, Virginia • October 2014 – April 2016

- Demonstrated and taught boxing techniques to students
- Educated proper and correct body form and various boxing stances to optimize boxing performance
- Designed and delivered comprehensive boxing fitness programs for all ages and skill levels
- Assisted students on setting goals and meeting them through regular training and fitness and boxing assessments
- Instruct group and individual boxing courses and both seasonal and intensive programs to tailor to different students' needs



McLean, Virginia
(571) 123-4567
cory.layton001@gmail.com
<https://cory-layton-fitness.com>

[linkedin.com/in/cory-layton](https://www.linkedin.com/in/cory-layton)

SKILLS

First aid

CPR

Blood pressure monitoring

Physical Assessment

Fitness Program Planning

Personal training

Group fitness instruction

Nutrition Counseling

EDUCATION

Virginia Commonwealth University

Richmond, Virginia
2010 – 2014
B.S. Ed. in Health and Physical Education
GPA: 3.4

CERTIFICATIONS

Red Cross CPR Certification
Recently renewed in 2020

Red Cross First Aid Certification
Recently renewed in 2019

Step 7: Double-Check Your Sections

Once you have completed steps 1-6, look back over your resume and make sure you have included all of the key sections.

You should also take some time to consider what additional sections you could include.

Here are the key sections every resume should have:

- A title header with your name and contact information
- An objective or summary statement
- Work experience
- Education
- Skills

As we have covered, the order of these sections will vary depending on the format you have chosen.

However, each of these sections should always be included in your resume.

There are also some additional sections to consider adding.

Here is a quick list of extra sections that can add some extra flair to your resume:

- Awards and achievements
- Certifications
- Unpaid experiences, such as volunteer work or internships
- Relevant hobbies

How Do I Add Different Sections to a Resume on Microsoft Word?

The way to create different sections on your resume comes in two parts:

- Use an **H2 header** to create the section titles (Work Experience, Education, Skills, etc.)
- Use the **Normal style** to create the body of text below the H2 header

Here is a breakdown of how to use the H1, H2, H3, and Normal styles within your resume:

Select the **Styles window** from the **Home tab**.

From here, you will have options to create headers.

Your heading options are as follows:

- **Heading 1:** Use this heading as your largest title. This is what you will use to write your name at the top of the page. Use a bolded font between 16 to 20 pt in size. Use 1.5 to 2.0 line spacing to help the title heading stand out.
- **Heading 2:** Use this heading to create your section titles. Use a bolded font size between 14 to 16 pt. in size. Make sure these headings are smaller than your title heading. Use 1.5 to 2.0 line spacing to help these headings stand out from the rest of the text.
- **Heading 3:** Use this heading to create your job titles. Your job titles should be only slightly bigger than the rest of the text. Use a bolded font between 12 to 14 pt. in size. Use between 1.15 to 1.5 line spacing.
- **Normal:** Use the Normal style to create the body text underneath the heading. Use a regular font between 11 – 12 pt. in size. Use between 1.15 to 1.5 line spacing.



PROFILE

Creative and compassionate middle school teacher. Experienced in teaching english and literature to learners of varying abilities and levels. Seeking a middle school teacher position in Dallas, Texas to further spread the love of reading to young students.

WORK EXPERIENCE

English Teacher, Thomas J. Rusk Middle School

Dallas, Texas • September 2017 – Present

- Develop lesson plans and teach 7th and 8th grade students English courses
- Modify curriculum and teaching style to accommodate diverse learners
- Incorporate engaging texts to enhance students' literacy skills and interest in literature
- Encourage interactive and engaging discussions in a respectful environment to optimize learning experience
- Prepare comprehensive test materials to evaluate students' understanding of course materials
- Assess student performance and process on a monthly basis and discuss with parents
- Create detailed quarterly progress reports
- Collaborate with other school teachers on ensuring student success
- Conduct test proctoring for year-end exams
- Host after-school mentoring program for students to offer additional support and tailor teaching style and pace suitable for varying learning abilities and levels
- Attend English department staff meeting and discuss departmental matters

English Teacher, Your Company

Dallas, Texas • February 2015 – September 2017

- Developed course curriculum with accordance to the school English department guidelines
- Designed various plans to cater students based on their unique learning styles
- Accommodated learners with special needs with additional support
- Created inquiry-based projects to enhance students' understanding of course materials and texts
- Designed personalized homework assignments and tests to maximize students' understanding of course materials and texts
- Selected texts with appropriate level of difficulty to encourage thought-provoking discussions in class
- Recorded students' progress and regularly communicated with parents and legal guardians on students' performance
- Maintained a positive and respectful learning environment by enforcing classroom rules
- Worked with other faculty to plan curriculum guidelines



Melanie Hobbs

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<https://melanie-hobbs.com>

[linkedin.com/in/melanie-hobbs](https://www.linkedin.com/in/melanie-hobbs)

SKILLS

Teaching

Public Speaking

Curriculum Planning

Classroom Management

Test Proctoring

HOBBIES

Cooking Baking

Hiking Painting

Piano

EDUCATION

Grand Canyon University

Phoenix, Arizona
2013 – 2014

M.A. in English, with an emphasis on Education
GPA: 3.8

The University of Texas at Dallas

Richardson, Texas
2009 – 2013

B.A. in Literature
GPA: 3.6

What are the Pros and Cons of Using Microsoft Word to Craft Your Resume?

Microsoft Word is a handy tool to have, especially if your computer comes with the program pre-installed.

Here are 3 pros and 3 cons to using Microsoft Word to create your resume:

Pros

- **Total Creative Control:** When creating a resume on Microsoft Word directly from your computer, you have total control over the design and format.
- **More ATS Friendly:** Applicant Tracking Systems are designed to read .doc files, the file format used by Microsoft Word.
- **Can be Edited by Recruiters:** If you are using a recruitment agency, a Microsoft Word file can be easy to edit by recruiters before sending it off to employers.

Cons

- **The Microsoft Word Learning Curve:** If you are unfamiliar with Microsoft Word, there can be a pretty steep learning curve that can cause you frustration.
- **Time Consuming:** Building a resume from scratch can be highly beneficial, but also highly time-consuming. This can become problematic if you need to create a resume quickly.
- **Temperamental Templates:** Microsoft Word offers tons of free resume templates. On the surface, this is super useful. However, these templates can be tricky to use. One wrong move can mess up the formatting in a big way and be an even bigger headache to try and fix.

Why Should I Use an Online Resume Template or Resume Builder?

By using a resume template from an online provider, such as Easy Resume, you are more likely to find a template that fits your exact needs.

Plus, online resume templates and resume builders often have more design elements that are easier to use compared to Microsoft Word.

Final Takeaways

Microsoft Word offers a lot of capabilities to help you build your ideal resume.

Here are five key takeaways for creating a resume on the program:

1. Create a base skeleton for your resume that you can use again and again for different jobs.
2. Use different heading styles to help your resume title and section titles to stand out.
3. Use the column tool under the Layout tab to create sidebars. Sidebars are great for smaller sections, such as certifications or awards!
4. Always use concise and compelling language.
5. Consider using a template to build your resume faster.