Using Microsoft Word for Your Resume

By Sayaka Seino

Using Microsoft Word to find templates is an effective and compatible way to get started with your resume. Microsoft Word has a variety of templates to choose from. There are often templates that refer to specific jobs or situations that can guide you in what potential employers are looking for. The templates from Microsoft Word are strictly courses of action; to attract the attention of an employer you must add your own personal flair. Microsoft Word is also a helpful resource to use because it is compatible with almost all computer systems because Microsoft Word Viewer is downloadable for free.

When you are emailing a resume with your job application, you should have it saved as a Microsoft Word Document. Not only is it the most common type of document used, but other types of files are not compatible with many systems and your potential employer could find them impossible to open. With a Word Document, even if the employer's computer does not have Microsoft Word, he can view it using Microsoft Word Viewer which is downloadable for free.

Another useful attribute of Microsoft Word is that they have free resume templates you can use, complete with layouts. Simply open up a Word Document, click on ''file'', ''new'', and then ''templates''. This should bring up some different types of templates to choose from. You can also type ''resume'' in the search box to find the same links. Choose ''resume'' in the template options and it will give you a list of several different types of resume templates including professional, chronological, and functional. Depending on the version of Microsoft Word you are using, you may even have the option of finding job specific or situation specific templates. Once you choose the template you like, just plug in your information and Word will automatically format it for you. Or, if you prefer, you can start from scratch with a basic resume template and customize it as you go.

Using a Word template is a great place to start, but you should still go through and customize everything in the way you think will get your resume noticed. Find a good resume tutorial online and follow the steps if you are still unsure about your resume writing skills. The important thing to remember is to tailor your skills and qualifications to match the needs of the company you are applying to. Going back through and customizing your resume will give it the personality and edge that you need.
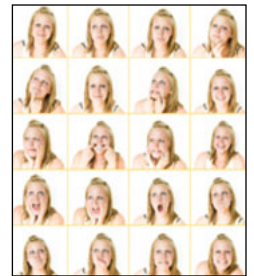
Even though Microsoft Word is the best program to use some formats may not be compatible with different versions of Word. One way to check this is to send your resume as an email attachment to yourself. If it opens up fine then it should be alright to go ahead and submit your resume. There are other resume template downloads available online, and if you decide to use one of those the same check can be performed to ensure that your potential employer will be able to open up your resume file.

The following is a basic Microsoft Word resume template. All of the spaces are provided for you to fill out but it is your job to customize it and make it stand out.

ADDRESS 1 • ADDRESS 2 • ADDRESS 3
PHONE NUMBER • E-MAIL ADDRESS

YOUR NAME

OBJECTIVE

[Type Objective Here]

FUNCTIONAL SUMMARY
[Click here and enter information.]
SUMMARY OF QUALIFICATIONS

[Dates Attended] [Company/Institution Name] [City, State]
[Job Title]
[Details of position, award, or achievement.]

EMPLOYMENT

[Dates Attended] [Company/Institution Name] [City, State]
[Job/ Title]
[Details of position, award, or achievement.]

EDUCATION

[Dates Attended] [Company/Institution Name] [City, State]
[Degree/ Major]
[Details of position, award, or achievement.]

LANGUAGES

[Click here and enter information.]

REFERENCES

[Click here and enter information.]