

How to create Resume in Microsoft Word

Resume is like a successful ticket to help you achieve your dream jobs. So how does your Resume stand out among other resumes?

When applying for a job you need to send a Resume to the employer. It is like a "successful ticket" to help you achieve your dream jobs. So how does your Resume stand out among other resumes? This article will show you how to create resume in Microsoft Word and tell you some tips to easily overcome the initial resume screening process.

1. Synthesis of 12 professional and unique CV application forms for you
2. 11 job applications in English for IT people
3. How to write effective CVs to 'attract' employers in the first 6 seconds

What is resume?

A popular resume called CV is a summary of a person's background and experience, including work experience, qualifications and even volunteer work. It is often used to send employers when looking for new career opportunities. Leonardo Da Vinci is considered the first to create Resume.

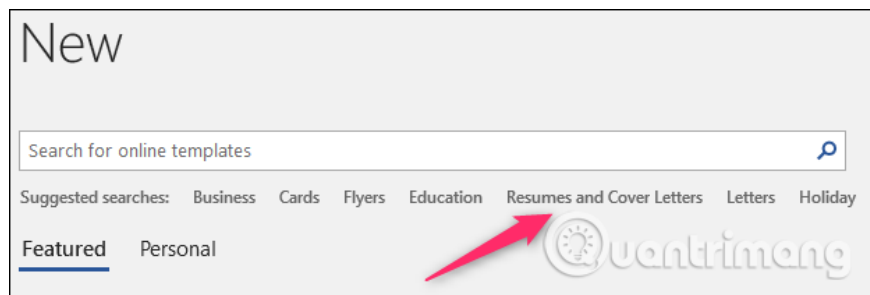
Of course, the Resume has undergone a transition since the 1482 version of Da Vinci. Now you not only see Resume in .doc or pdf format, but also many people download resume in video format to YouTube and use social networking platforms like LinkedIn.

We should be grateful for this development because now you can skip brush, ink and can use Word.

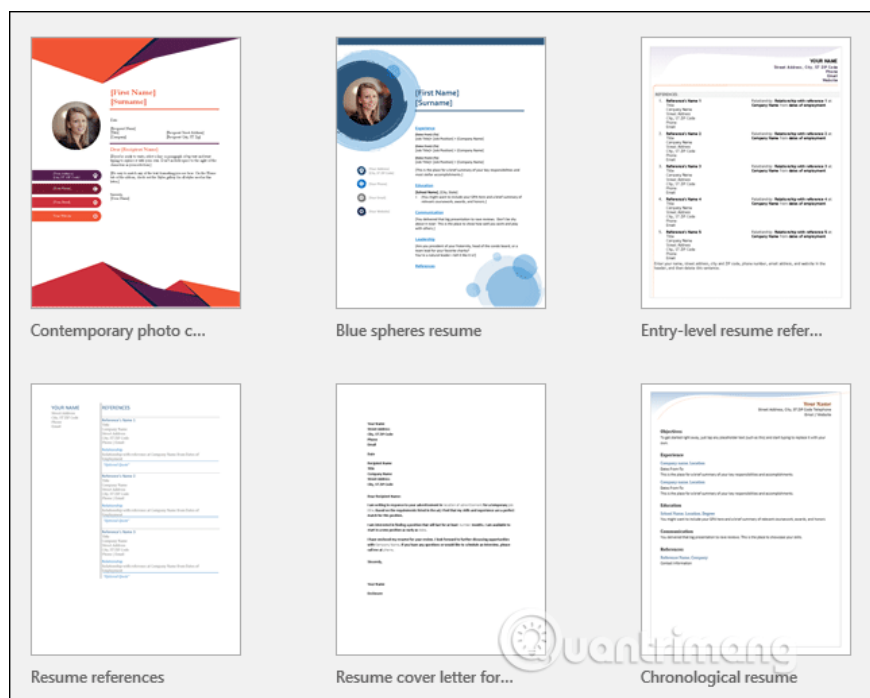
Use Resume templates in Microsoft Word

Microsoft Word offers a wide range of Resume templates with different styles so you need to choose a template that suits your style and work.

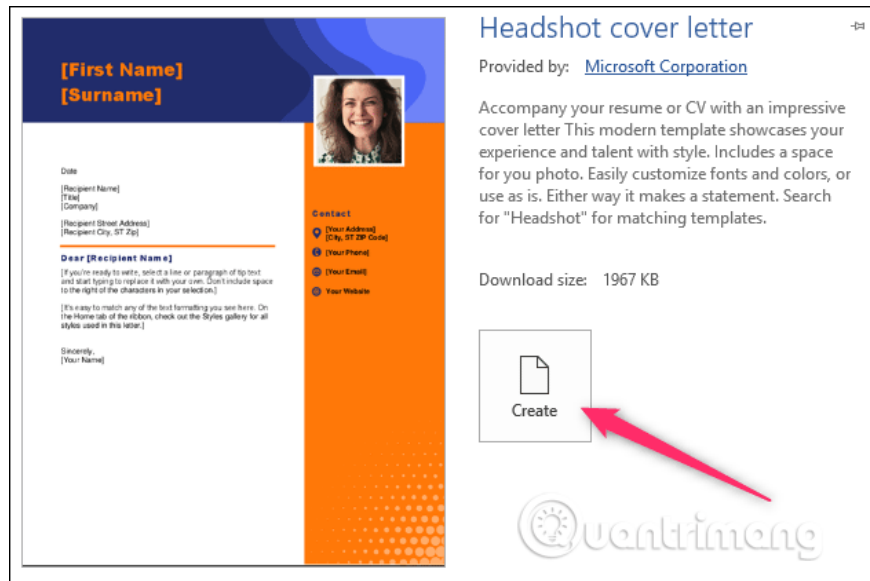
To find the template, open Microsoft Word. You will see a number of different templates such as blank documents, cover letters, resume or even seasonal event leaflets. Click on **Resumes and Cover Letters link** under the search box to see Resume patterns.



You will see many models with different styles, colors, please choose a model that suits you.



Some resume templates are built into Word, others need to download from Office.com (you don't need to get rid of Word to download them). For templates to download, Word will tell you the download size. To download, click the **Create** button and wait a few seconds.

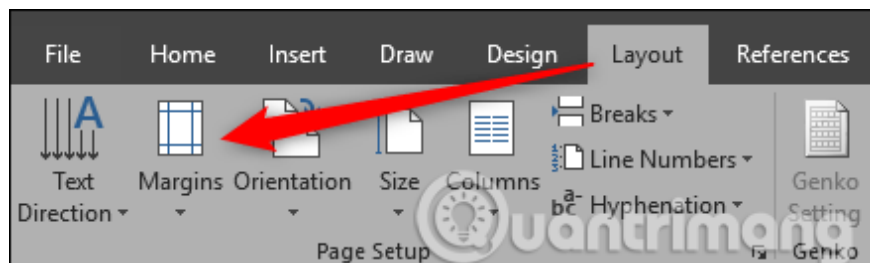


If you don't find a suitable resume, Word has several formatting tools to help you create your own Resume.

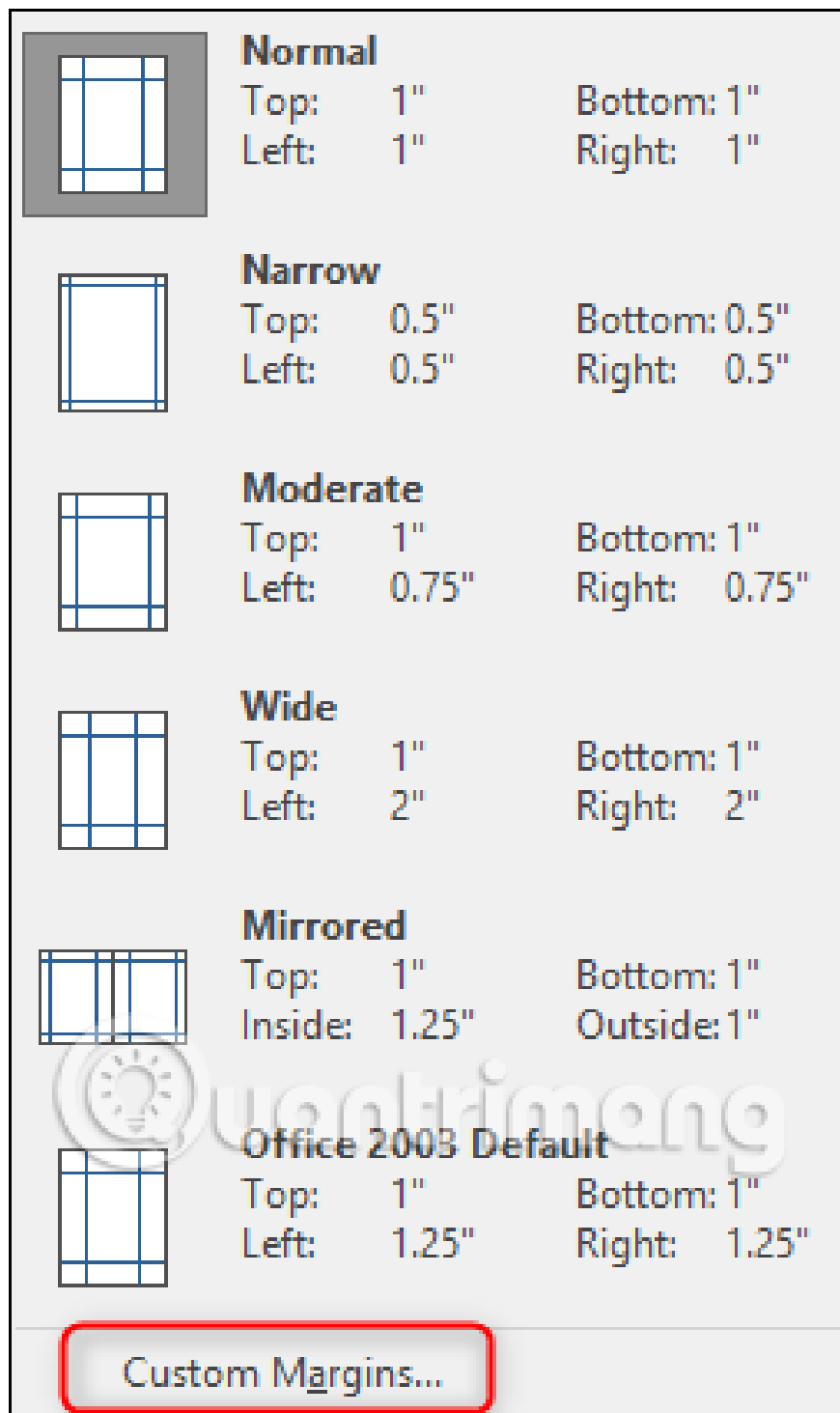
Create resume in Microsoft Word

Before you start, you should note that the Resume reflects a person's personal and educational experience. Because everyone's experience is different, it's not surprising that the Resume is the same. However, you need to follow certain rules while writing Resume. Refer to the article 5 types of simple job CV layout - very nice to learn and the secret of writing a professional English CV.

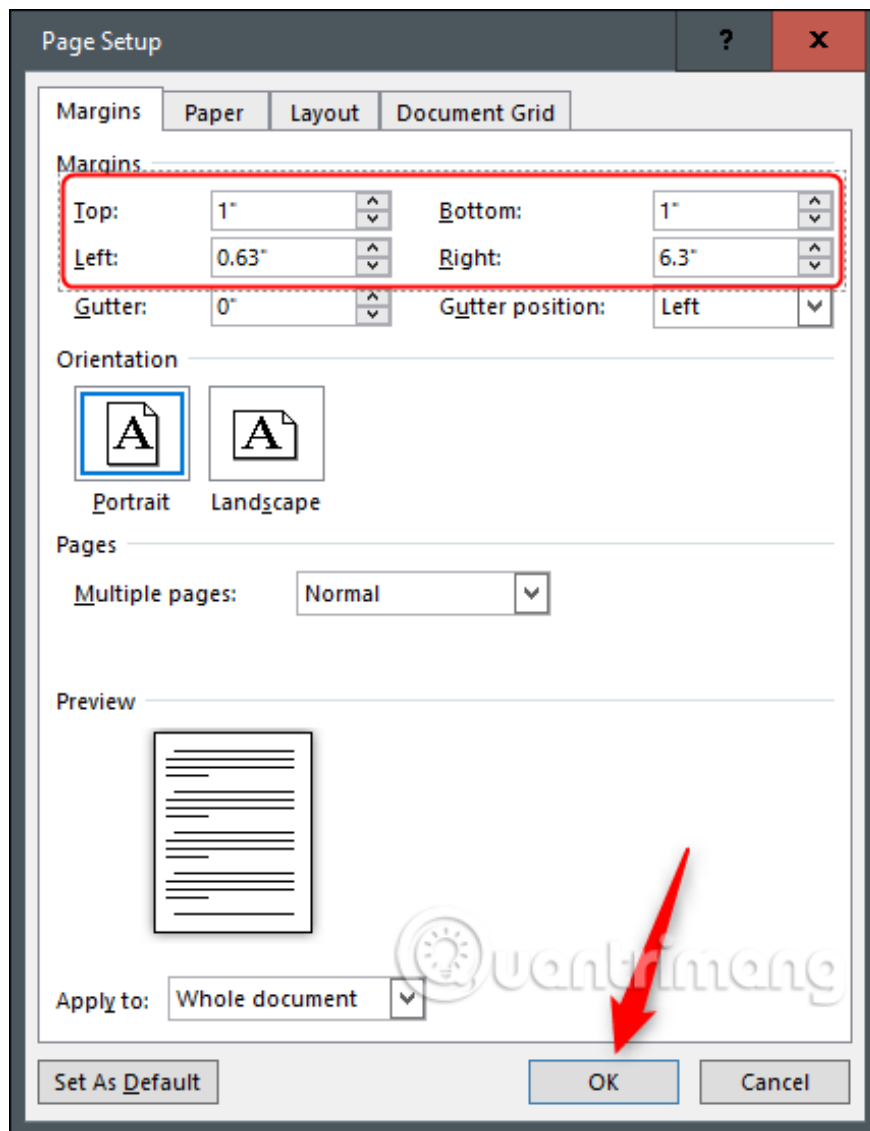
Open a blank Word document, the first thing to do is set the margin by visiting the **Layout** tab and clicking on the **Margins** button.



The drop-down menu displays a number of margin options to choose from. If you don't find the option you want, you can click on the **Custom Margin** at the bottom of the menu and enter the size for the margin.



For a standard Resume, you should set the top and bottom margins to 1 inch and sides to 0.63 inches. This margin size is slightly different from normal but the goal is to create more space to write a resume without distracting the reader. Click **OK** after entering the margin size.



Determine information in Resume

After setting the margin, you need to decide what information should be in Resume. The information in the Resume of each person is different depending on the person's experience and educational level. If you have more than two years of work experience, detailing the information will be more valuable than if your middle school graduates, the club you attend at the university.

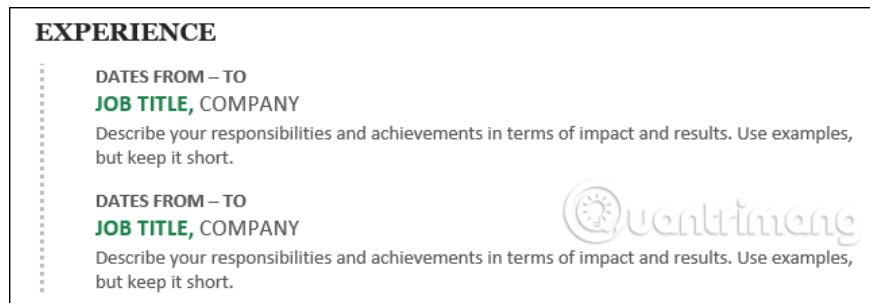
So what information should you use? Below is the basic information you can refer to in a Resume, you can add other information if you want, but consider additional information that is really needed.

1. Communications
2. Work experience (You can also add the volunteer work you have participated in (if any) at the end of this section).
3. Degree
4. Skill

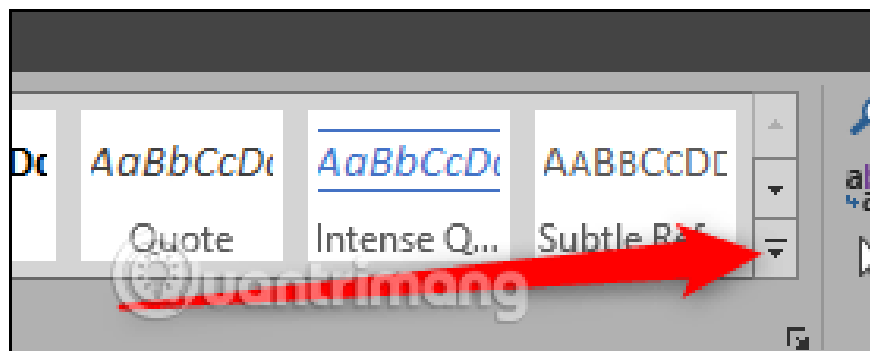
You need to adjust the information in accordance with the job you are applying for. One thing to remember is that you should arrange a reverse chronological work experience, ie the closest job up first.

Arrange, organize information

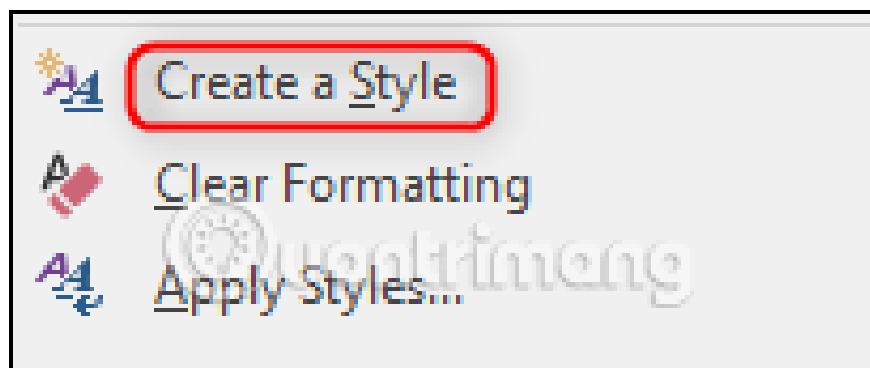
There are several ways to organize information in Resume, but the most effective way is to create a title, then insert a copy for each piece of content. With this way, viewers will easily receive more information. In addition, you can add designs to your resume to increase aesthetics. As the image below, we will add a dashed border on the left side of the table to create an aesthetic element for the resume.



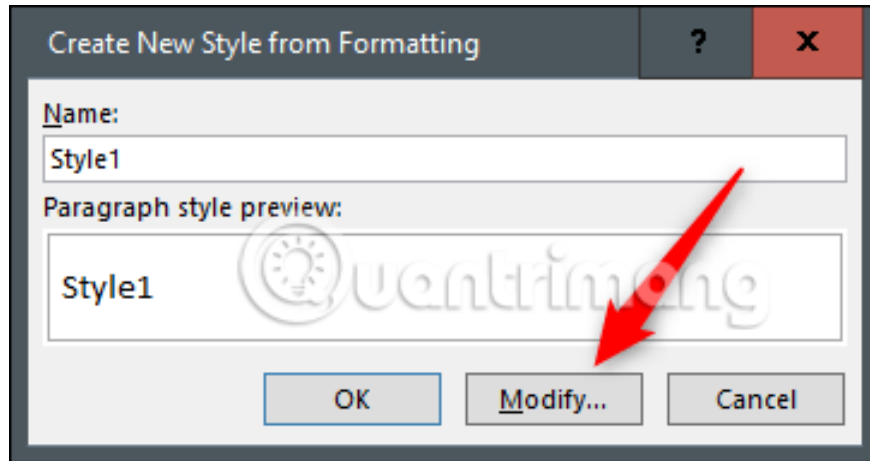
First, find the type of title you like in the **Styles** section of the **Home** tab. Here provides some default title styles, but if there is no style that suits you, you can create your own titles by clicking the **More** arrow on the right-hand side of the integrated style.



You will see a menu with three different options. Go ahead and click **Create a Style** .



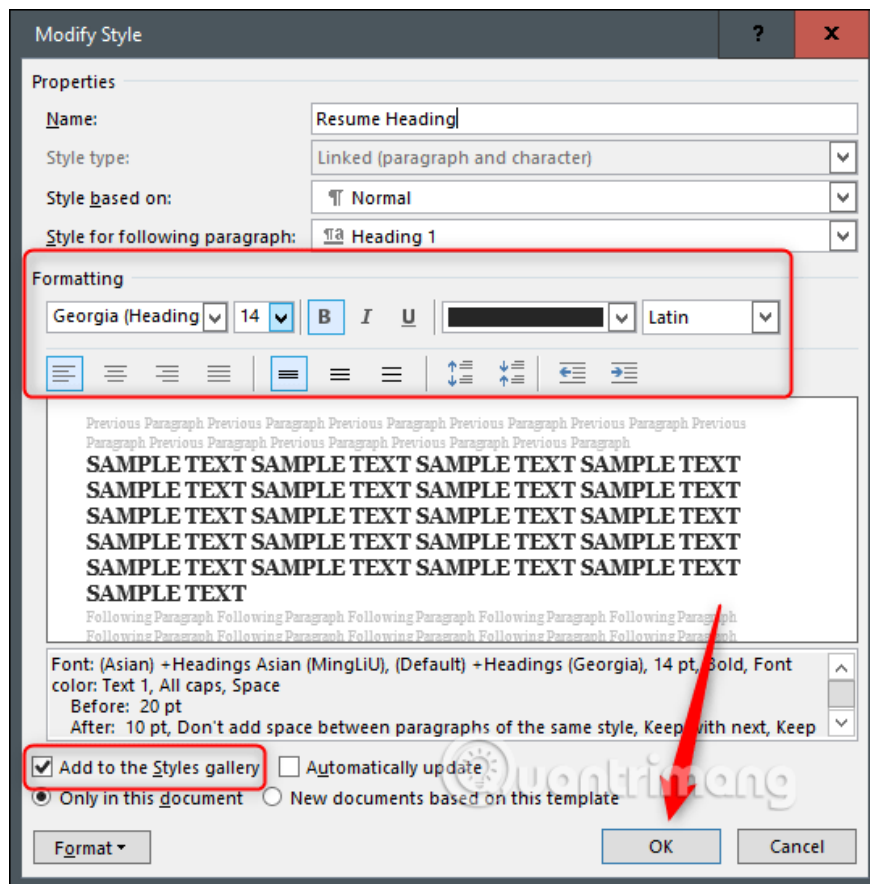
The **Create New Style from Formatting** window appears, name your style and click **Modify** .



You should now see a window with many formatting options. For fonts, you should choose an easy-to-read font like **Georgia** . 14pt font size is appropriate for the title but remember to highlight the title so that viewers can easily find and track.

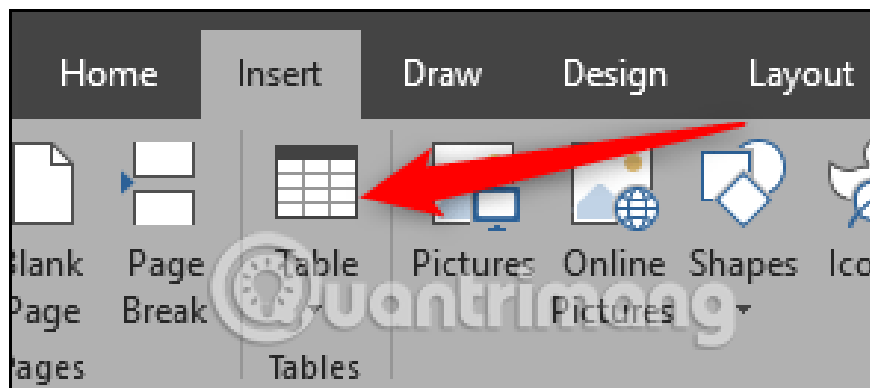
1. Use Times New Roman font in CV like 'wearing sports pants' to apply for a job

The **Add to the Styles gallery** option is selected by default so you can easily reuse this type of title in Resume. If you plan to use this type of title for other Word documents, you should uncheck the **Only in this document option** , then click OK.

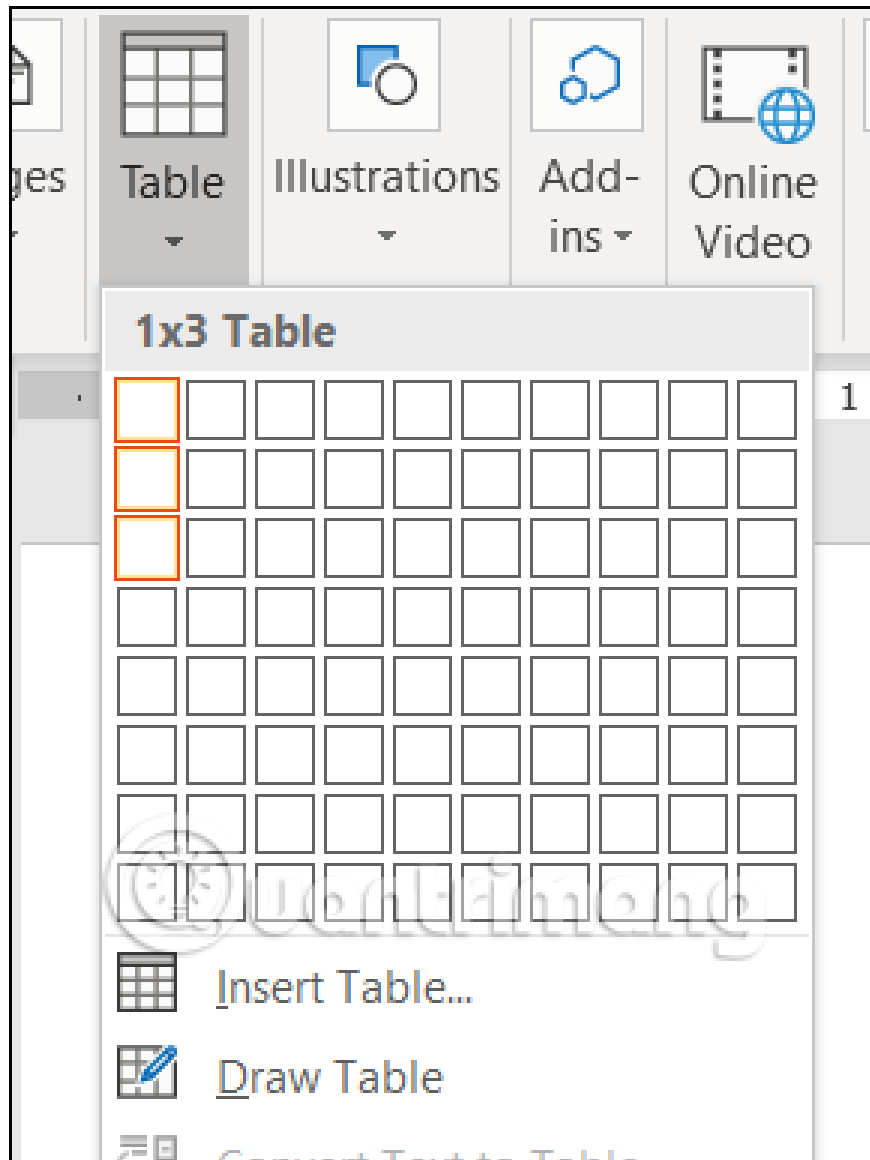


Next type the title and apply the new title type you just created. In this example we will use it for the Experience section.

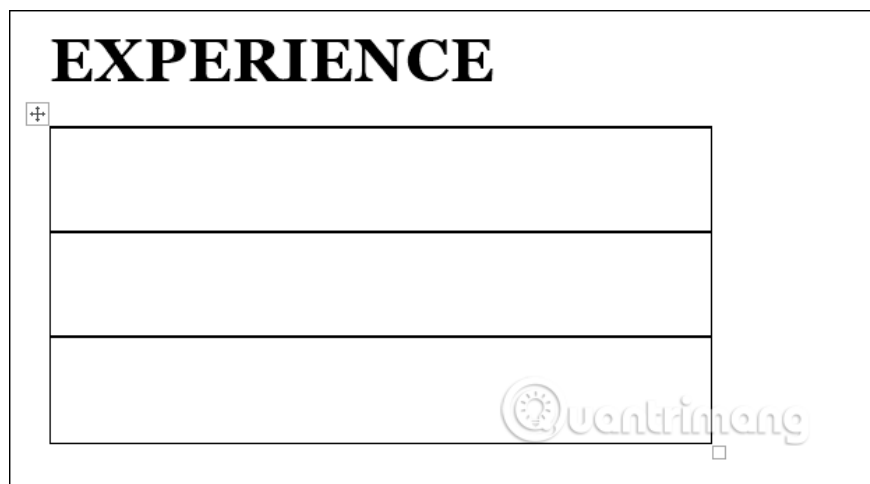
Now, insert a table just below the first title by visiting the **Insert** tab and clicking the **Table** button.



You will see a 10 × 8 grid on the drop down menu. You can select the board size by moving the mouse over the grid and clicking when the desired size is reached. For Resume, you will need a column and row enough to contain the listed information. For example, if you have experience working in three companies, choose 1 x 3 tables.



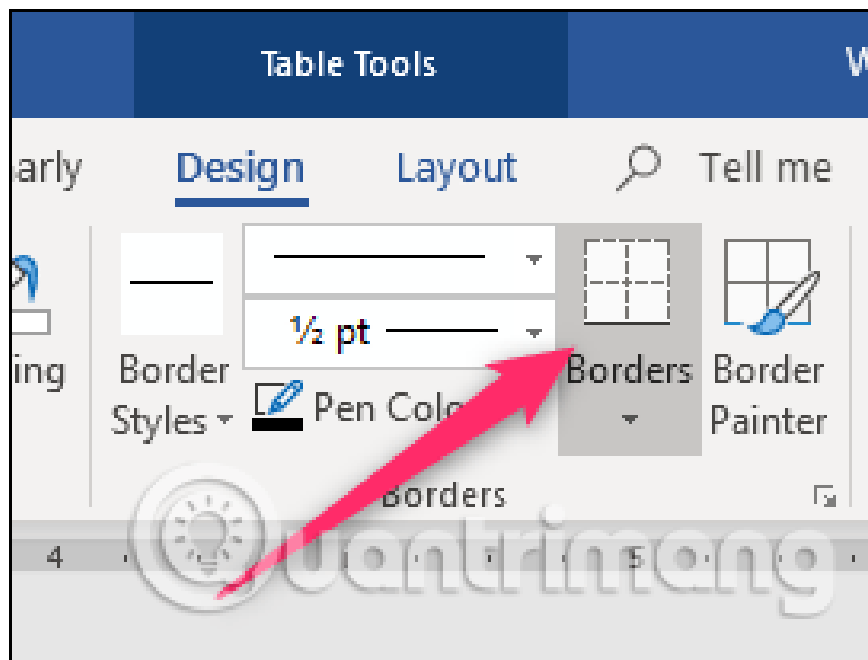
The work experience section will look like the image below.



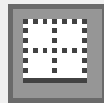
We will remove the border in the next version. Now enter your information. You should leave the **Job Title**, **Company** font size greater than 1 or 2 pt compared to other words in the row but need to be smaller than the title of the item. If you want to highlight the job name, you can change the font color or italics but keep it simple.

DATES FROM – TO JOB TITLE , COMPANY Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.
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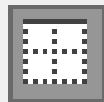
Then, change the border of the table by selecting the table, go to the **Design** tab in the **Table Tools** section of the Ribbon, and click the **Borders** button.



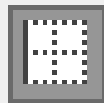
If you want to keep the table simple and remove all the rows in your table, choose **No Borders**. In this example, we'll select **Borders and Shading** to customize the left border.



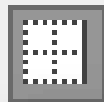
Bottom Border



Top Border



Left Border



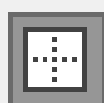
Right Border



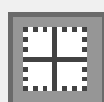
No Border



All Borders



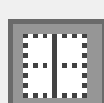
Outside Borders



Inside Borders



Inside Horizontal Border



Inside Vertical Border



Diagonal Down Border



Diagonal Up Border



Horizontal Line



Draw Table



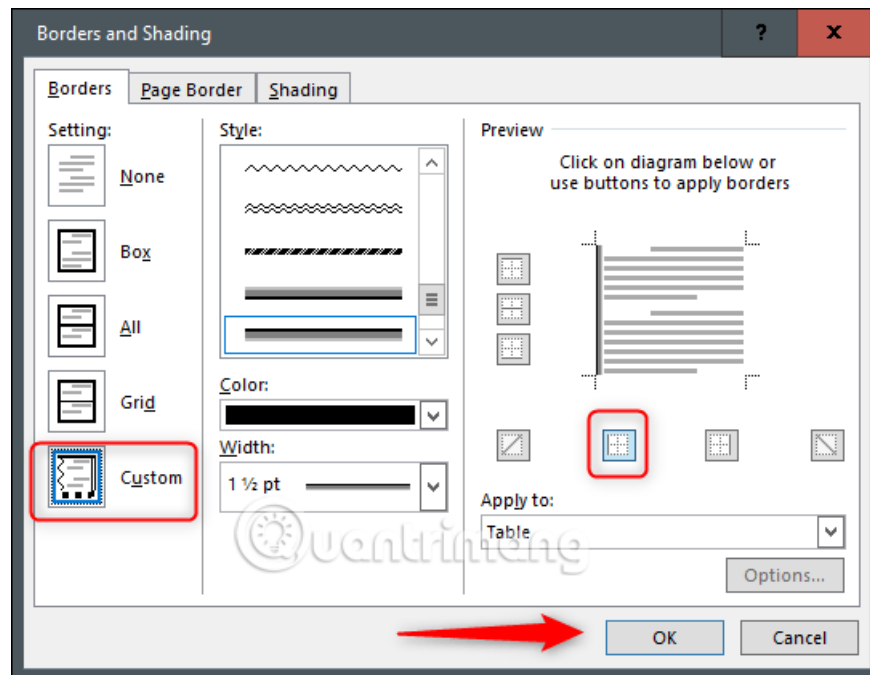
View Gridlines



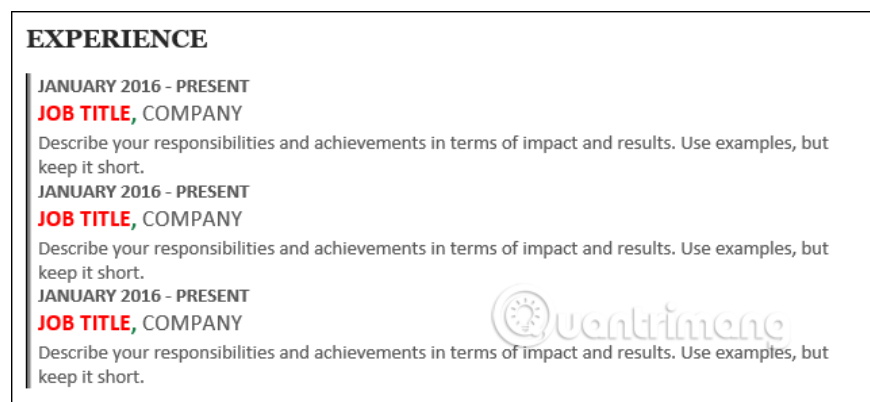
Borders and Shading...

Click **Custom** under the **Settings** section, you'll see the **Preview** section to remove the border for a specific edge. Click on the box around the preview to remove all borders except the left border.

In the **Style** list, you can choose to design the border, color and width, click **OK** when the change is done.



Now we are done with the work experience.



You just need to repeat the steps above for the rest of the Resume.

I wish you all success!

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