

Create a Résumé

When you apply for a job, how will you showcase your skills, experience and accomplishments to a prospective employer? One way is by creating a résumé. A résumé is a document that contains a summary of a person's work experience, skills and education. In a business, the résumé is typically the first thing that a potential employer comes across regarding the applicant. It is used to screen applicants, to be often followed by an interview.

Look at the following example:

<p>Grace Palmer 6032 Madison St West Union, NJ 07093 Phone: 201-555-0145 Email:xyz123@gmail.com</p> <hr/> <p>Summary</p> <ul style="list-style-type: none">▪ 5 years' experience in project based learning for elementary and secondary school students.▪ 3 years' experience as music teacher for elementary school students.▪ Introduced and successfully implemented PBL in St. Joseph's School and YWCA after school program.▪ Bachelors in Music, Manhattan School of Music Bachelors in Education, Columbia University <p>Enthusiastic to bring students into the twenty-first century using a unique combination of education experience coupled with three years teaching experience in project based learning.</p> <ul style="list-style-type: none">▪ Hold Bachelors Degree in Music and Education.▪ Experienced in use of the Internet and educational software.▪ Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of music and arts in children. <p>Education</p> <ul style="list-style-type: none">▪ B.Ed. Columbia University, 2009▪ B.M. Manhattan School of Music, 2008 <p>Work Experience</p> <ul style="list-style-type: none">▪ Music Teacher, Grade 4-5, June 2009 to present St. Joseph's School, NJ▪ Student Teacher, September to December 2008 Westside Elementary <p>Additional Skills and Interests</p> <ul style="list-style-type: none">▪ Microsoft Office Applications and working knowledge of the Internet▪ Coordinator, PBL program▪ Interests – Singing, Gardening, Flower arrangement

Teacher Résumé Example

Résumé

As in the example above, a Résumé created on the computer typically has:

- Personal information like name, address, contact number
- Summary of work experience
- Information about educational qualifications
- Information about current and past work experiences
- Information about additional skills and interests
- Names and contact details of referees (if required)

Before you begin using the computer to create your résumé, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Résumé

A. Type Your Personal Information

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **To help you size and position objects on the page, show the rulers and the document's grid.** To help you move and size objects with greater precision, make sure that the snap to grid option is turned off.

For help, see Word Processing Skill 6.3: To use the page grid to place and size objects

3. **Type your name and Last name. Press Enter key on the keyboard to move your cursor to the next line. Type your address, phone number and email (if available) in separate lines.**

For help, see Word Processing Skill 2.1: To type words, or to enter text

4. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Draw a Line

1. **Draw a straight line across your page.**

For help, see:

Word Processing Skill 1.5: To use the Drawing (Shapes) tool

Graphics Skill 5.2: To draw a straight line

2. **Make your line thicker.**

For help, see Graphics Skill 6.5: To make a line or shape's border thicker or thinner

3. **Save your work.**

C. Type Your Summary

1. **Press Enter once to leave some space between the line and your summary.**
2. **Type a heading "SUMMARY". Then press Enter.**
For help, see Word Processing Skill 2.1: To type words, or to enter text
3. **Make the heading bold.**
For help, Word Processing Skill 3.3: To change the style of words
4. **In the first line, type the number of years that you have experience in your career/job.**
(For example, five years teaching experience)
5. **In the second line, type the major tasks achieved during your work experience.** (For example, introduced technology aided learning.)
6. **In the third line, type your highest education degree.** (For example, M.A. in History)
7. **You might want to change the amount of space between lines, indent the first line of each sentence, or even make a bulleted list of items.**
For help, see:
Word Processing Skill 4.1: To change the space between lines
Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent
Word Processing Skill 4.7: To make a list of information with different symbols, or a bulleted list
8. **Save your work.**

D. Type Your Educational Qualification

1. **Press Enter on your keyboard to move the cursor to the next line.**
2. **Type a heading "EDUCATION". Then press Enter.**
For help, see Word Processing Skill 2.1: To type words, or to enter text
3. **Make the heading bold.**
For help, Word Processing Skill 3.3: To change the style of words
4. **Type a list of degrees attained with the most recent one first.** Mention the year of passing and the name of the institution from which you got the degree. (For example, M.A. History, Madison University, 2003)
5. **Save your work.**

E. Type Your Work Experience

1. **Press Enter on your keyboard to move the cursor to the next line.**
2. **Type a heading "WORK EXPERIENCE". Then press Enter.**
For help, see Word Processing Skill 2.1: To type words, or to enter text

Résumé

3. Make the heading bold.

For help, Word Processing Skill 3.3: To change the style of words

4. Include the following points when you type information about your work experience, such as:

- Your job title
- Start and end date
- Job responsibilities
- Company name

5. Save your work.

F. Type Your Additional Skills and Interests

1. Press Enter on your keyboard to move the cursor to the next line.

2. Type a heading “ADDITIONAL SKILLS AND INTERESTS”. Then press Enter.

For help, see Word Processing Skill 2.1: To type words, or to enter text

3. Make the heading bold.

For help, Word Processing Skill 3.3: To change the style of words

4. Type a list of additional skills, responsibilities and interests. (For example, Computer skills, Coordinator of Drama club, gardening and so forth.)

5. Save your work.

G. Résumé Challenge (Optional)

1. Add a page border.

For help, see Word Processing Skill 6.12: To add a border around the edges of a page

2. Change the way your words look.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

3. Save your work.

Grace Palmer
6032 Madison St
West Union, NJ 07093
Phone: 201-555-0145
Email:xyz123@gmail.com

Summary

- 5 years' experience in project based learning for elementary and secondary school students.
- 3 years' experience as music teacher for elementary school students.
- Introduced and successfully implemented PBL in St. Joseph's School and YWCA after school program.
- Bachelors in Music, Manhattan School of Music Bachelors in Education, Columbia University

Enthusiastic to bring students into the twenty-first century using a unique combination of education experience coupled with three years teaching experience in project based learning.

- Hold Bachelors Degree in Music and Education.
- Experienced in use of the Internet and educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of music and arts in children.

Education

- B.Ed. Columbia University, 2009
- B.M. Manhattan School of Music, 2008

Work Experience

- **Music Teacher, Grade 4-5**, June 2009 to present
St. Joseph's School, NJ
- **Student Teacher**, September to December 2008
Westside Elementary

Additional Skills and Interests

- Microsoft Office Applications and working knowledge of the Internet
- Coordinator, PBL program
- Interests – Singing, Gardening, Flower arrangement

Teacher Résumé Challenge Example

Review Your Work

Look over your résumé. Make sure it has the following elements:

- Summary of work experience
- Information about your educational qualifications
- Information about your current and past work experiences
- Information about additional skills and interests

If any elements are missing, add them to the résumé now. You should also make other desired changes. Remember to **save your work** when you are finished.

Résumé

Optional: Print Your Résumé

1. **Preview your résumé before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your résumé, click File. Then, click Print.** A Print window pops up.

Note: For Microsoft®Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

Note: If your résumé covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

Note: For Microsoft®Office 2010 users, click the up arrow in the **Copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**