

Microsoft Word Resume Tips

How to Build the Top of Your Resume

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Center align the following lines of text (choose the **Center** icon from the **Paragraph** group on the **Home** tab):

First Line:

- Type your **Name** in all capital letters, then apply **Bold** (B icon in the **Font** group on the **Home** tab).

Second Line:

- Type your **City, State** (no street address)
- Add 5-10 spaces, then go to the **Insert** tab, choose **Symbol** (Wingdings font), and select a **round (or square) bullet**.
- Add 5-10 spaces, then type your **Telephone Number** (just one)
- Add 5-10 spaces, then go to the **Insert** tab, choose **Symbol** (Wingdings font), and select a **round (or square) bullet**.
- Add 5-10 spaces, then type your **Email Address** (nothing wacky).

Third Line:

- Type your **LinkedIn URL** if you have a LinkedIn Profile ready to go.

Need Page Numbering?

If you have a **multi-paged resume** and need a **Page Header** to automatically paginate, here's how you do it:

Scroll down to the top of the second page.

Go to the **Insert** tab, select **Header, Blank**.

Check the box up on the Header & Footer Design contextual tab for **Different First Page**.

Left align the following lines of text (choose the **Align text left** icon from the **Paragraph** group on the **Home** tab):

First Line:

- Type your **Name** in all capital letters, then apply **Bold** (B icon in the **Font** group on the **Home** tab).

Second Line:

- Type either your **Telephone** or **Email Address**

Third Line:

- Type the word "**Page**" and a space, then go to the **Header & Footer Design** contextual tab, select **Page Number** (icon on the left), **Current Position, Plain Number**.

Page 2 Sample:

JANE A. DOE

123-45-6789

Page 2