# Chapter 4

How to Create a Resume

In this Chapter, you will learn the following to World Class standards:

- **Setting the Margins, Font and Font Size**
- **Inserting a Table**
- **Modifying and Adding Text to the Table**
- **Adding the First Heading**
- **Adding Certifications Using Tables**
- **Adding Professional Experience Using Bulleted Lists**
- **Adding Educational Background**
- **Adding Professional Affiliations and Activities**

Setting the Margins, Font and Font Size
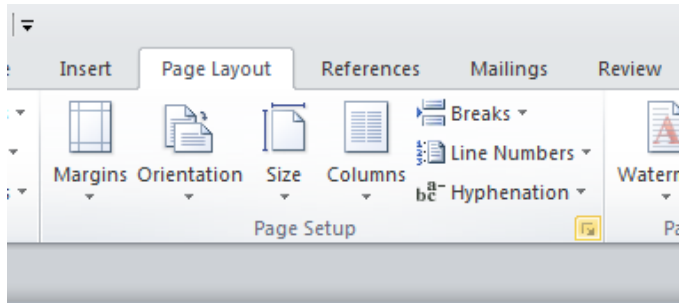
Before you begin typing your resume, you must first set the margins and font of your document. Set the margins by selecting the small arrow in the bottom right of the **Page Setup** panel under the **Page Layout** tab (Figure 4.1). The Page Setup Window will appear in the screen. You need to change the top and bottom margins to **0.7"** as shown in Figure 4.2.

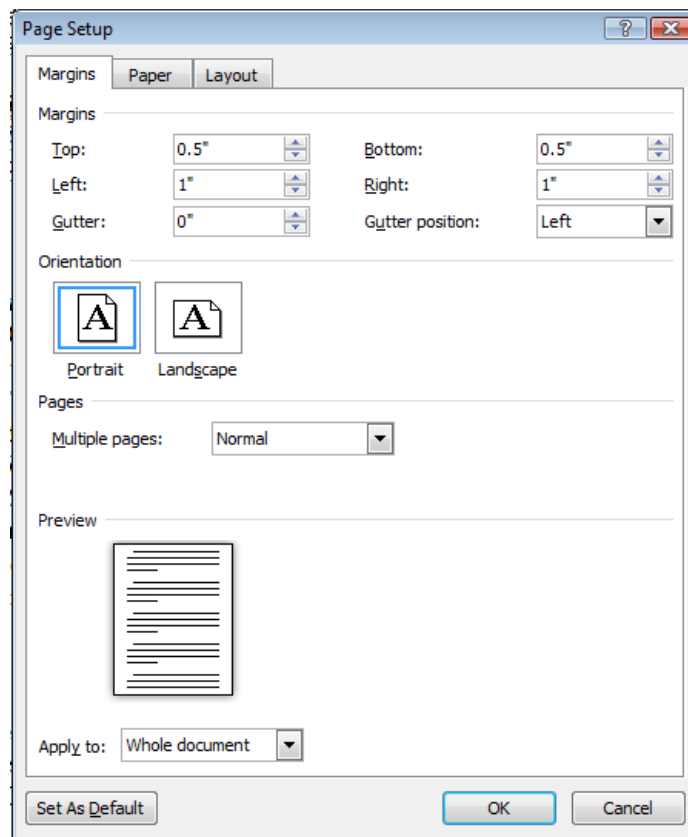**Figure 4.1 – Page Setup**

Figure 4.2 – Setting the Margins

To set the font, go to the **Home** tab and select the top left text box on the **Font** panel. A long list of different font types will drop down. Select **Times New Roman** for your font (Figure 4.3). Next to the font text box is the font size text box. Select a font size of **12** (Figure 4.4).
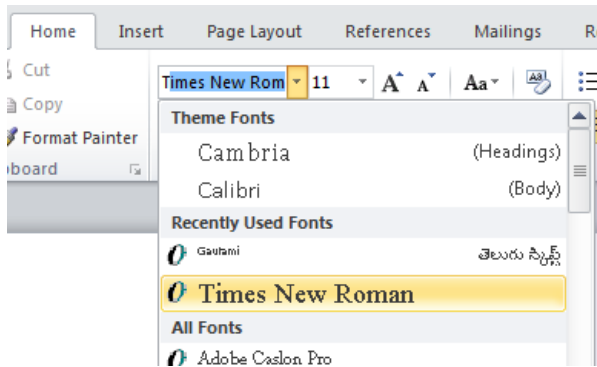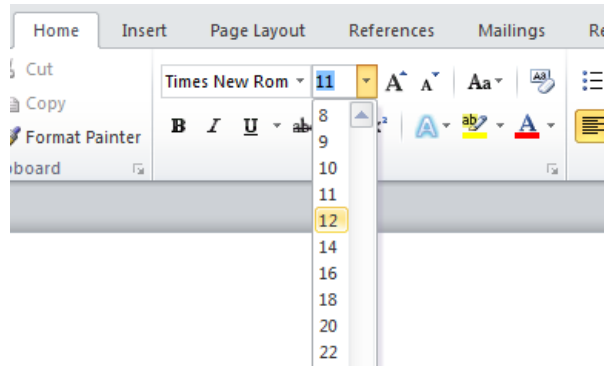
Figure 4.3 – Selecting "Times New Roman"   **Figure 4.4 – Selecting Size "12" Font**

Inserting a Table

To insert a table into the document, go to the **Insert** tab and select the **Table** tool. On the drop-down panel that appears under the tool, select a **2x1** table (Figure 4.5). You can also insert a table by going to the first tool on the options panel, called the **Insert Table** tool, and select the number of rows and columns you want in the table in the window that appears. Remember that you need 2 columns and 1 row (Figure 4.6). Both methods of inserting a table are equally effective but the first method is generally faster.
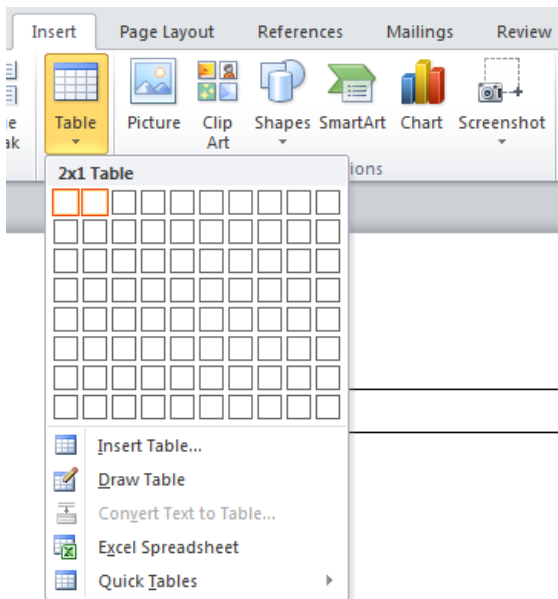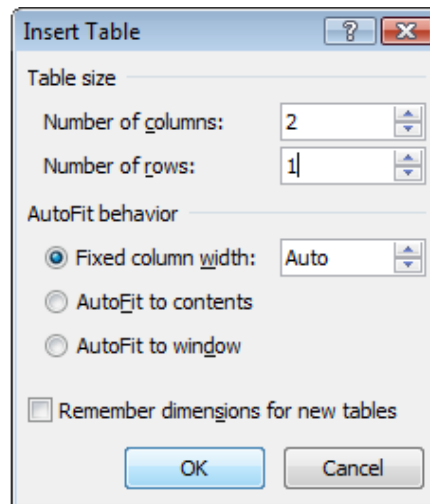

Figure 4.5 – Selecting 2x1 Table   **Figure 4.6 – Insert Table Window**

Modifying and Adding Text to the Table

Type your name into the left cell of the table. Next, highlight your name by clicking and dragging over the letters with the left mouse button. With your name highlighted, go to the **Font** panel and change the font size to **25** (Figure 4.7). You also need to center align the text in the middle of the cell. However, you need to center it both horizontally and vertically. To do this you must go to the **Layout** tab and select the **Align Center** tool on the **Alignment** panel (Figure 4.8).
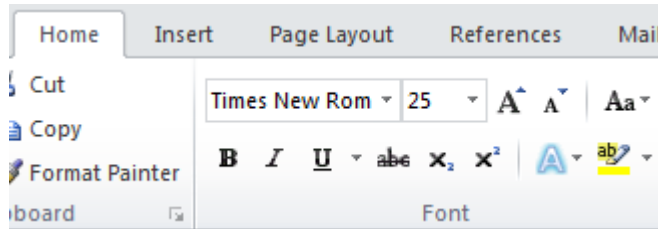

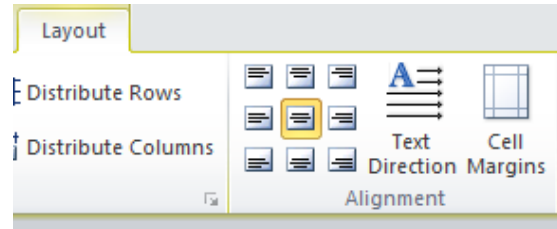**Figure 4.7 – Selecting Size "25" Font**

Figure 4.8 – Align Center Tool

In the right cell, you need to type your address, phone number and email address. After typing in the information, change the font size to **10** and change alignment of the text using the **Align Text Right** tool on the **Paragraph** panel under the **Home** tab (Figures 4.9 & 4.10). The added text should appear as shown in Figure 4.11.
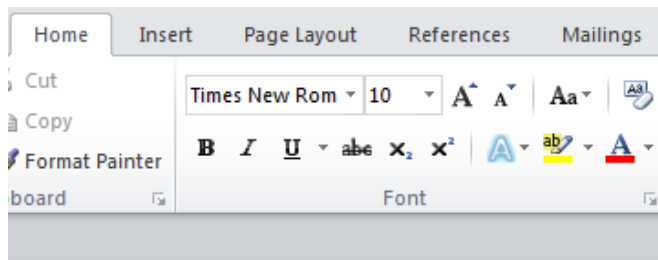

Figure 4.9 – Selecting Size "10" Font
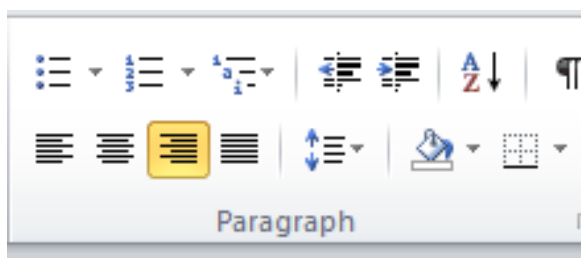
Figure 4.10 – Align Text Right Tool

John Smith	9000 Round St., Columbus, Ohio 43215 Telephone: (614) 222-9200 jsmith@gmail.com

Figure 4.11 – Table with Added and Formatted Text

The last bit of formatting you need to do is to select the whole table and to remove the border around it. To do so you must click on the move button on the top left of the table (Figure 4.12). This will select the entire table. With the entire table selected, go to the **Paragraph** panel under the **Home** tab and click the drop-down arrow on the bottom right tool (Border Settings). In the list of options that appears, select the **No Border** option (Figure 4.13). The dark black lines bordering the table should now turn into dashed light blue lines. Now the table is complete and should appear as shown in Figure 4.14.

Figure 4.12 – The Move Button　　　　　　　**Figure 4.13 – No Border Option**
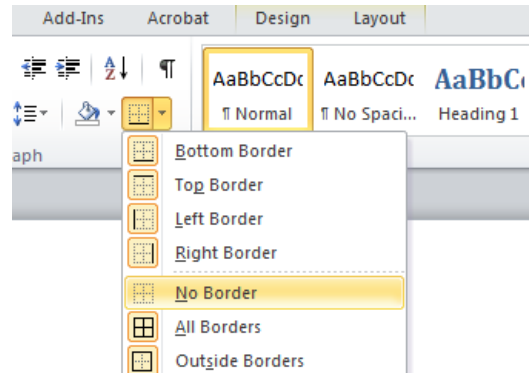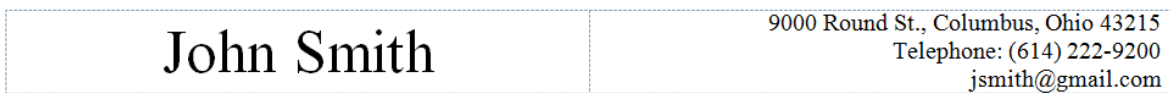
Figure 4.14 – Table without Border

Adding the First Heading

Your first heading will be your title, and the information below will tell any business that looks at your resume what you are capable of doing. For your title, type "Experienced 3D CAD Designer." After that, modify the heading to make it stand out from the other text. To do this you will center align the text, change the font size to 16, and apply bold and underline formatting. After typing your heading, "Experienced 3D CAD Designer," you need to highlight it using your cursor. With the text highlighted, change the font size to **16**. Then select the **Bold** and **Underline** tools on the **Font** panel (Figure 4.15). After that, you need to center align the text using the **Center** tool on the **Paragraph** panel (Figure 4.15 bottom).
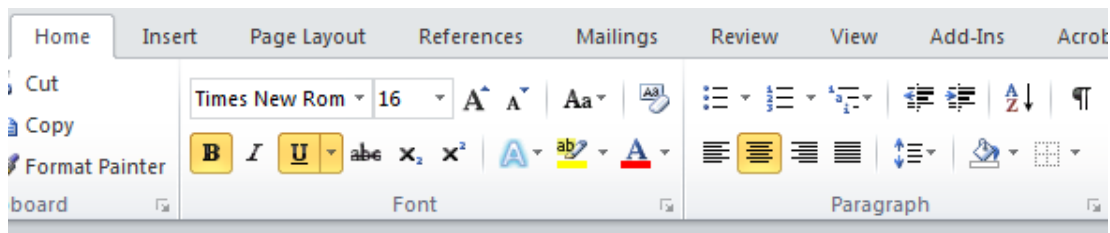
Figure 4.15 – Formatting The Heading
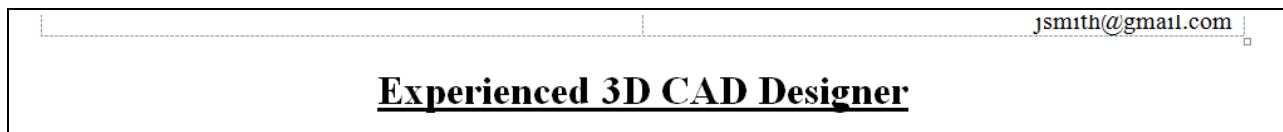
Figure 4.16 – Finished Heading

Now you need to add the information below the heading. First, change the font size back to **12** and deselect the **Bold** and **Underline** tools. Set the text alignment to justified using the **Justify Text** tool. After making these formatting adjustments, you can add your information. Figure 4.17 provides an example of the kind of information you might include in the first part of your resume.

Experienced 3D CAD Designer

Works proficiently in AutoCAD, Microstation and Solid Edge software and can create drawings to your specifications. Has written 50 plus custom software programs in Visual LISP, Visual Basic Applications and Java, which creates hundreds of drawings instantly.
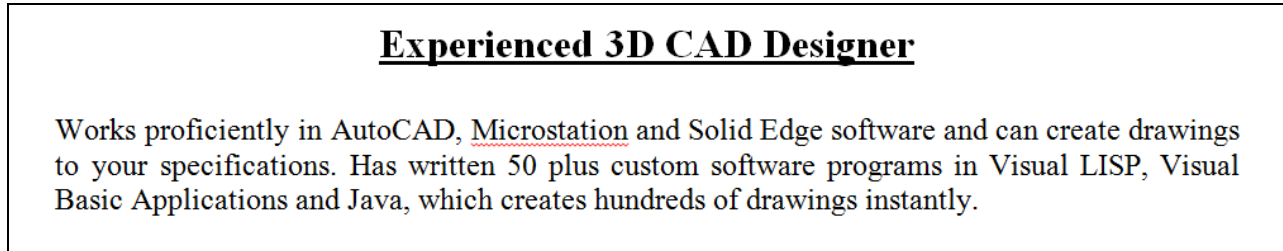
Figure 4.17 – Adding Text Under First Heading

Adding Certifications Using Tables

The next heading of your resume will be your "Certifications." Just like with your first heading, you will have to format it to designate it as separate from the other text. After typing in the word "Certifications," highlight the text with your cursor and change the font size to **16**. Then you need to **Center**, **Bold** and **Underline** it. With your header in place, set the font back to **12**, left align the text with the **Align Text Left** tool and unselect the **Underline** tool. With the **Bold** tool still selected, type "World Class CAD Awards" (Figure 4.20).

Certifications

Figure 4.18 – Formatting the Header   **Figure 4.19 – Certifications Header**

Certifications

World Class CAD Awards

Figure 4.20 – Adding "World Class CAD Awards"

Below the text you just typed, you need to add a **2x7** table. To do this, select the **Table** tool on the **Insert** tab and pick a **2x7** table as shown in Figure 4.21. After creating the table, remove the border by first selecting the whole table with the move button located at the top left of the table (Figure 4.22). With the table highlighted,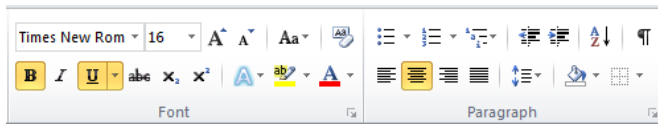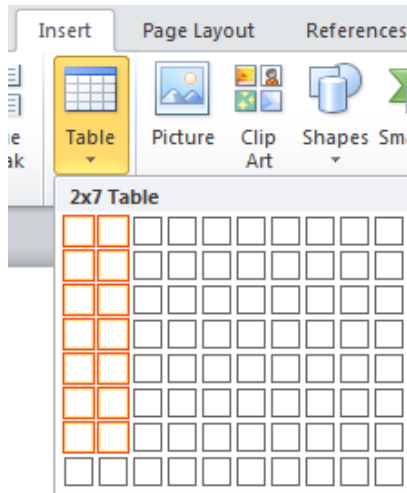 go to the **Paragraph** panel under the **Home** tab and click the drop-down arrow on the bottom right tool (Border Settings). In the list of options that appears, select the **No Border** option (Figure 4.23). The black lines bordering the table should now turn into dashed light blue lines.

Figure 4.21 – Creating a 2x7 Table
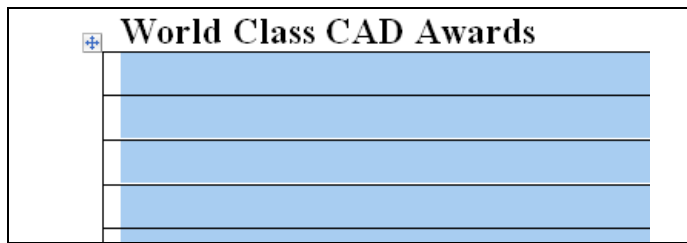
Figure 4.22 – Move Button
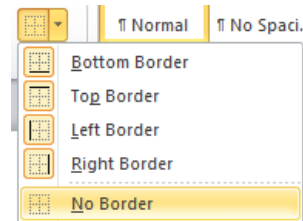
Figure 4.23 – No Border Option

You will now add text to the table. In the left cells you will be entering the different certifications you have received. In the cells located on the right, you will put the date on which you received the particular certification. Make sure that your font size is 12 and the style is set to Times New Roman. To enter text, left click on a cell and begin typing. When you are finished typing in all of the text, you will make all the certification names in the left cells italicized by highlighting the table and selecting the **Italic** tool on the **Font** panel (Figure 4.24).
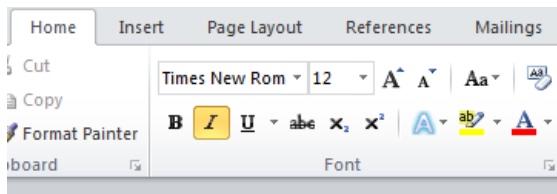
Figure 4.24 – Italic Tool
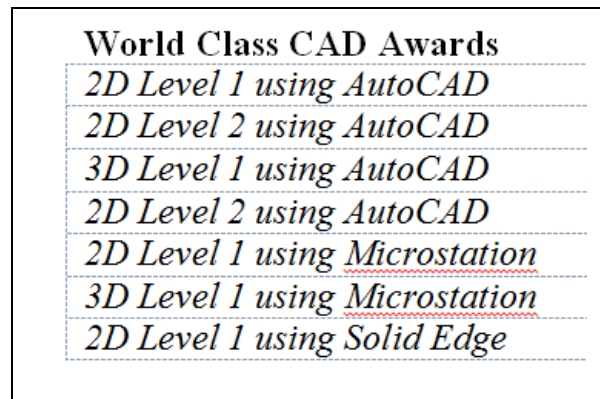
Figure 4.25 – Italicized Text

Certifications

World Class CAD Awards

2D Level 1 using AutoCAD	Sept 12, 2007
2D Level 2 using AutoCAD	Oct 14, 2007
3D Level 1 using AutoCAD	Jan 14, 2008
2D Level 2 using AutoCAD	Mar 28, 2008
2D Level 1 using Microstation	Nov 10, 2008
3D Level 1 using Microstation	Jan 2, 2009
2D Level 1 using Solid Edge	Feb 7, 2009

Figure 4.26 – Finished World Class CAD Awards

If you needed to add certifications other than World Class CAD awards then you could follow the same process to add the other certificate titles and the company and software from which you received the awards. Next add certifications from a Siemens quickStep Online Course.

Siemens quickStep Online Course

|			
Basics of Electricity	Apr 4, 2008	Basics of AC Motors	Apr 14, 2008
Basics of Control Components	Apr15, 2008	Basics of Electrical Products	May 5, 2009

Figure 4.27 – Other Certifications

Certifications

World Class CAD Awards

2D Level 1 using AutoCAD	Sept 12, 2007
2D Level 2 using AutoCAD	Oct 14, 2007
3D Level 1 using AutoCAD	Jan 14, 2008
2D Level 2 using AutoCAD	Mar 28, 2008
2D Level 1 using Microstation	Nov 10, 2008
3D Level 1 using Microstation	Jan 2, 2009
2D Level 1 using Solid Edge	Feb 7, 2009

Siemens quickStep Online Course

Basics of Electricity	Apr 4, 2008	Basics of AC Motors	Apr 14, 2008
Basics of Control Components	Apr15, 2008	Basics of Electrical Products	May 5, 2009

Figure 4.28 – Finished Certifications

Adding Professional Experience Using Bulleted Lists

The third heading of your resume will be your "Professional Experience". Type the words "Professional Experience" and then highlight them with your cursor. With the words selected, you will change the font size to **16**, as well as **Bold**, **Center** and **Underline** the text.

Figure 4.29 – Formatting Header

Figure 4.30 – Professional Experience Header

After finishing the header, set the font back to **12**, unselect the **Underline** tool, and left align the text with the **Align Text Left** tool. With the **Bold** tool still selected, type the job title, company name, and city where you worked. After that, you will unselect the **Bold** tool and type the years in which you worked there in parenthesis (Figure 4.31).
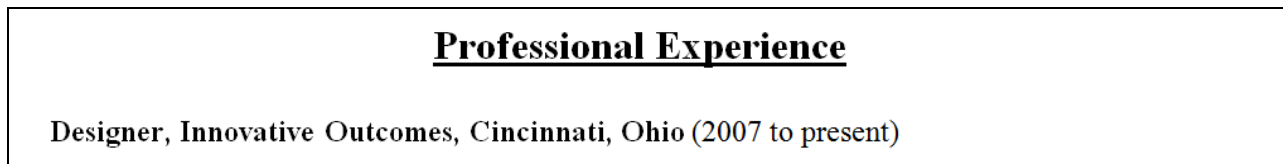
Figure 4.31 – First Professional Experience

Below your first entry, you will add a bulleted list describing different jobs you performed at that particular job. To do this, go to the **Paragraph** panel and select the drop-down arrow on the top left tool (Bullet Tool). For your resume, you will select the small square bullet as shown in Figure 4.32. Now you need to enter all of the different jobs and responsibilities you had at that company. To start a new bullet, all you need to do is hit **Enter**. To end the bullet command so that you can enter a new company, all you need to do is unselect the bullet command and then repeat the formatting you used earlier.
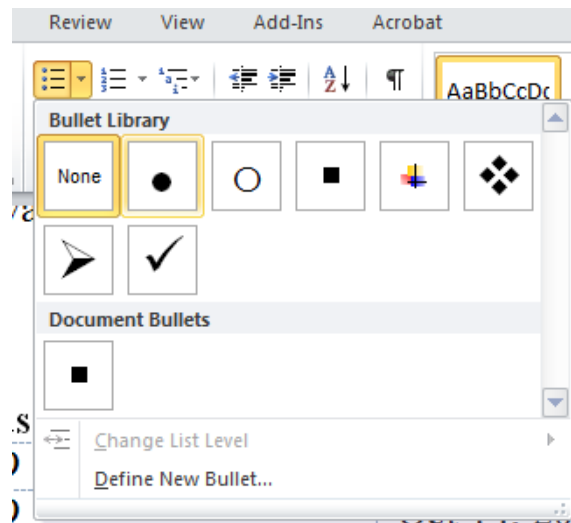
Figure 4.32 – Selecting Bullet Type

Professional Experience

Designer, Innovative Outcomes, Cincinnati, Ohio (2007 to present)
- Developed products from customer concepts
- Supervised UL and CSA approval program for new designs
- Trained new personnel in latest CAD systems

3D and 2D Drafter, Tri – Homes Architects, Dayton, Ohio (2002 to 2007)
- Winner of the Big CAD Award, 2006
- Created procedure for company's 3D home design process

Machine Operator, Morgan Machine Shop, Hamilton, Ohio (2000 to 2002)
- Senior operator and programmer of ACME 3D machine
- Programmed interface between CAD software and CNC machine

Figure 4.33 – Finished Professional Experiences

Adding Educational Background

Your second to last heading will be your "Education". Create your header just as before, typing "Education" using a font size of **16**, **Bold**, **Center** and **Underline**. Below that, left align the text with the **Align Text Left** tool and unselect the **Underline** tool. You will now type the name of your college in Bold (Figure 4.34). Below your college name, you will create another bulleted list with your GPA as the first bullet point and the other bullet points describing any honors you may have received at school (Figure 4.35).

Education

Figure 4.34 – Formatting Header   **Figure 4.35 – Education Header**

Education

Kaplan College, Columbus, Ohio

Figure 4.36 – Name of College

Education

Kaplan College, Columbus, Ohio
Associate Degree in Engineering Drafting / CAD
- 3.75 / 4.0 GPA
- Member of the National Technical Honor Society

Figure 4.37 – Finished Educational Information

Adding Professional Affiliations

After ending the bulleted list by unselecting the **Bullet** tool, you will add your last header: "Professional Affiliations." After typing in your heading, you need to highlight the text, change the font size to **16** and **Bold**, **Center** and **Underline** it as well. After realigning the text using the **Align Text Left** tool, setting the font size to **12** and unselecting the **Bold** and **Underline** tools, you can type your professional affiliations (Figure 4.36).
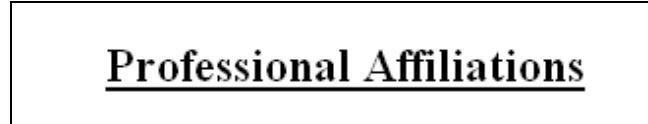
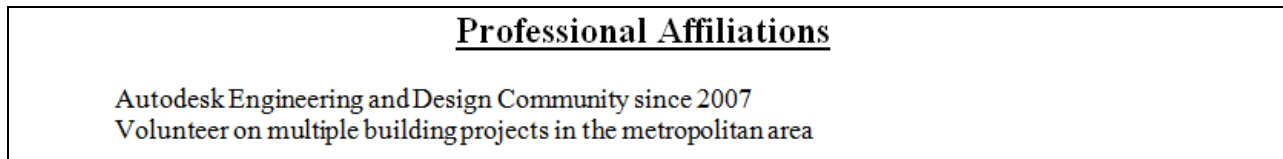**Figure 4.38 – Formatting Header**   **Figure 4.39 – Professional Affiliations Header**

Figure 4.40 – Professional Affiliations

John Smith

9000 Round St., Columbus, Ohio 43215
Telephone: (614) 222-9200
jsmith@email.com

Experienced 3D CAD Designer

Works proficiently in AutoCAD, Microstation and Solid Edge software and can create drawings to your specifications. Has written 50 plus custom software programs in Visual LISP, Visual Basic Applications and Java, which creates hundreds of drawings instantly.

Certifications

World Class CAD Awards

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2D Level 1 using Microstation	Nov 10, 2008
3D Level 1 using Microstation	Jan 2, 2009
2D Level 1 using Solid Edge	Feb 7, 2009

Siemens quickStep Online Course

Basics of Electricity	Apr 4, 2008	*Basics of AC Motors*	Apr 14, 2008
Basics of Control Components	Apr15, 2008	*Basics of Electrical Products*	May 5, 2009

Professional Experience

Designer, Innovative Outcomes, Cincinnati, Ohio (2007 to present)
- Developed products from customer concepts
- Supervised UL and CSA approval program for new designs
- Trained new personnel in latest CAD systems

3D and 2D Drafter, Tri – Homes Architects, Dayton, Ohio (2002 to 2007)
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- Created procedure for company's 3D home design process

Machine Operator, Morgan Machine Shop, Hamilton, Ohio (2000 to 2002)
- Senior operator and programmer of ACME 3D machine
- Programmed interface between CAD software and CNC machine

Education

Kaplan College, Columbus, Ohio
Associate Degree in Engineering Drafting / CAD
- 3.75 / 4.0 GPA
- Member of the National Technical Honor Society

Professional Affiliations

Autodesk Engineering and Design Community since 2007
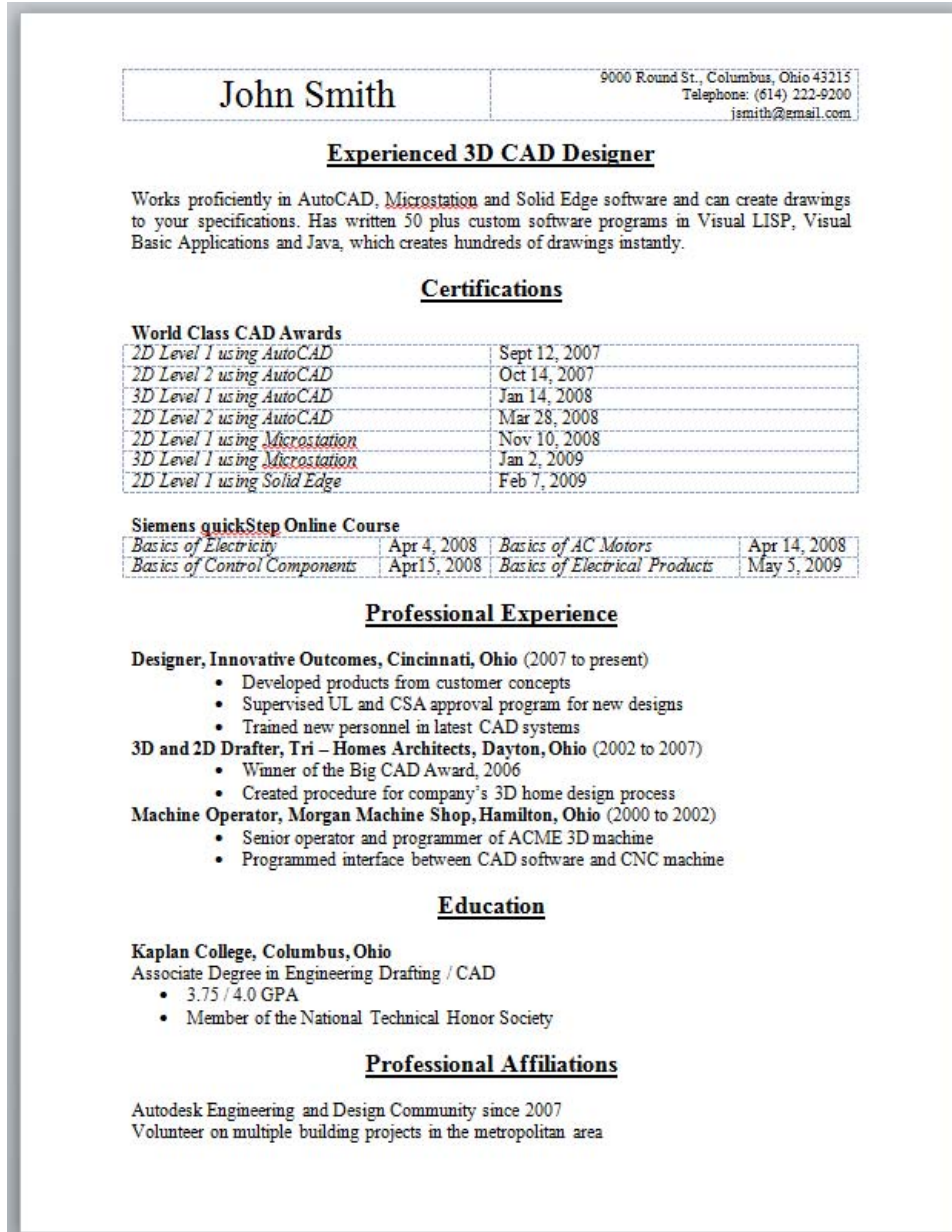Volunteer on multiple building projects in the metropolitan area

Figure 4.41 – Finished Resume

* World Class CAD Challenge 30-03 * - Write a resume including your own personal information like education, professional affiliations and experiences as well as your certifications. Use all of the different formatting for the headers and the bulleted lists. Repeat this process twice to maintain your World Class ranking.