Chapter 4

How to Create a Resume

In this Chapter, we 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 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 we begin typing our resume, we must first set the margins and font of our document. We will 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. We need to change the top and bottom margins to **0.7"** as in Figure 4.2.
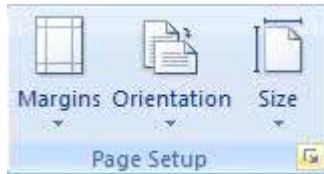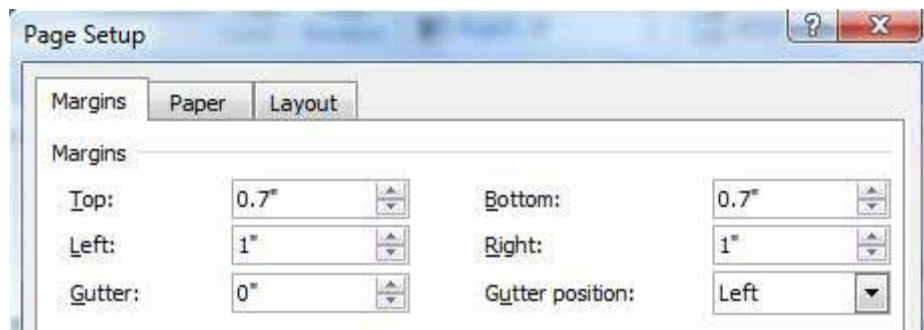
Figure 4.1 – Page Setup

Figure 4.2 – Setting the Margins

To set the font we need to 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. We will select **Times New Roman** for our font (Figure 4.3). Next to the font text box is the font size text box. We will select a font size of **12** (Figure 4.4).

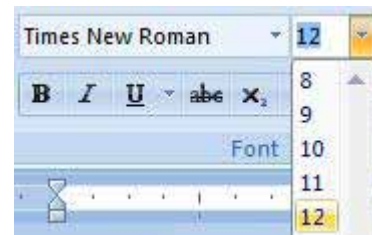**Figure 4.3 – Selecting "Times New Roman"**   **Figure 4.4 – Selecting Size "12" Font**

Inserting a Table

To insert a table into the document, we need to go to the **Insert** tab and select the **Table** tool. On the drop-down panel that appears under the tool, we will select a **2x1** table (Figure 4.5). We 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 we want in the table in the window that appears. In our case, we want 2 columns and 1 row (Figure 4.6). Both methods of inserting a table are equally effective but the first method is generally faster.
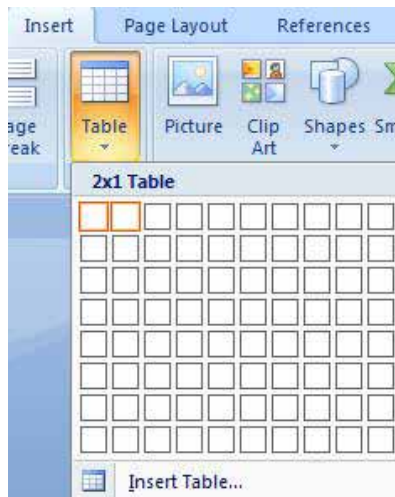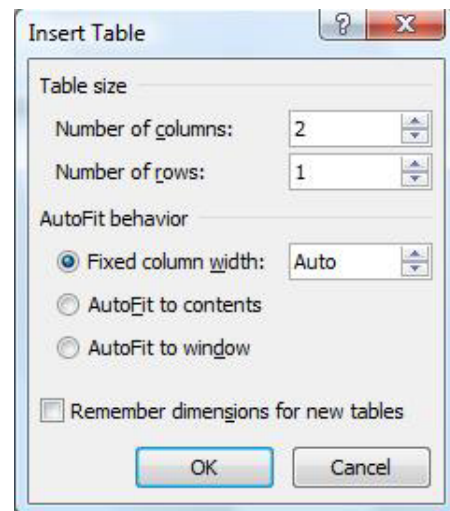
Figure 4.5 – Selecting 2x1 Table   **Figure 4.6 – Insert Table Window**

Modifying and Adding Text to the Table

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

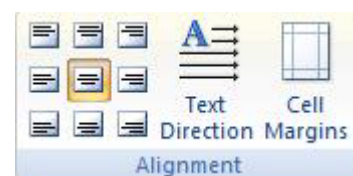**Figure 4.7 – Selecting Size "25" Font**   **Figure 4.8 – Align Center Tool**

In the right cell, we need to type our address, phone number and email address. After typing in the information, we will 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 in Figure 4.11.
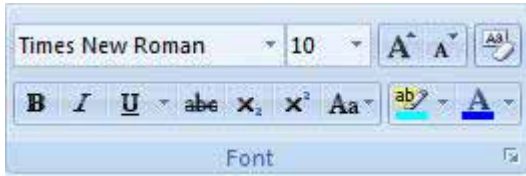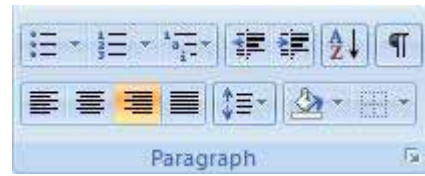
Figure 4.9 – Selecting Size "10" Font

Figure 4.10 – Align Text Right Tool

Figure 4.11 – Table with Added and Formatted Text

The last bit of formatting we need to do is to select the whole table and to remove the border around it. To do so we must click on the move button on the top left of the table (Figure 4.12). Doing so will select the entire table. With the entire table selected, we will 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, we will 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 in Figure 4.14.
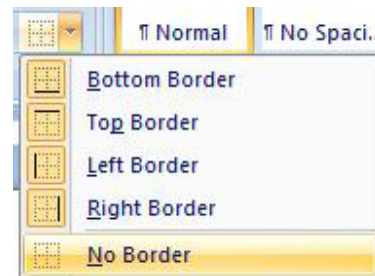

Figure 4.12 – The Move Button

Figure 4.13 – No Border Option

Figure 4.14 – Table without Border

Adding First Heading

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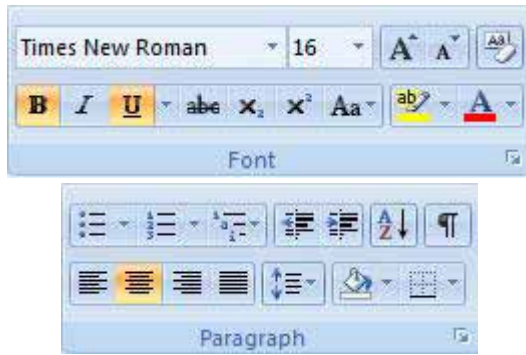
After typing our heading, "Experienced 3D CAD Designer," we need to highlight it using our cursor. With the text highlighted, we will change the font size to **16**. Then we will bold and underline the text using the **Bold** and **Underline** tools on the **Font** panel (Figure 4.15 top). After that,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

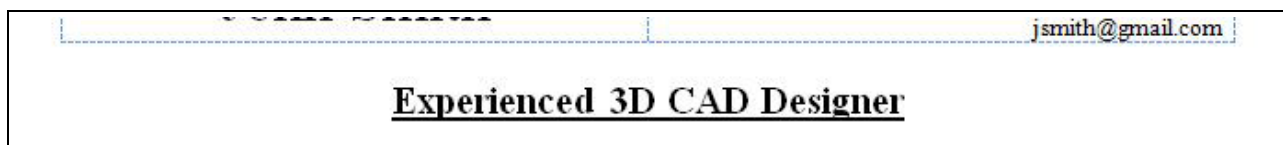**Figure 4.15 – Formatting The Heading**

Figure 4.16 – Finished Heading

Now we need to add the information below the heading. First, we will set the font size back to **12**, along with unselecting the **Bold** and **Underline** tools. Next, we will set the text alignment to the left using the **Align Text Left** tool. After making these formatting adjustments, we can add our information. Figure 4.17 provides an example of the kind of information we might include in the first part of our resume.
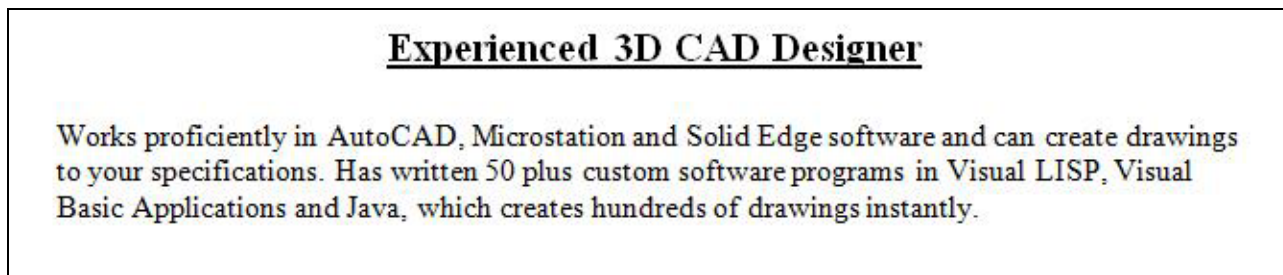

Figure 4.17 – Adding Text Under First Heading

Adding Certifications Using Tables

The next heading of our resume will be our "Certifications." Just like with our first heading, we will have to format it to separate it from the other text. After typing in the word "Certifications," we will highlight the text with our cursor and change the font size to **16**. Then we need to **Center**, **Bold** and **Underline** it. With our header in place, we will 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, we will type "World Class CAD Awards" (Figure 4.20)
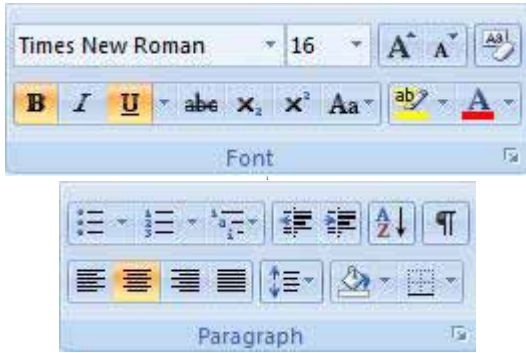
Figure 4.18 – Formatting the Header

Figure 4.19 – Certifications Header

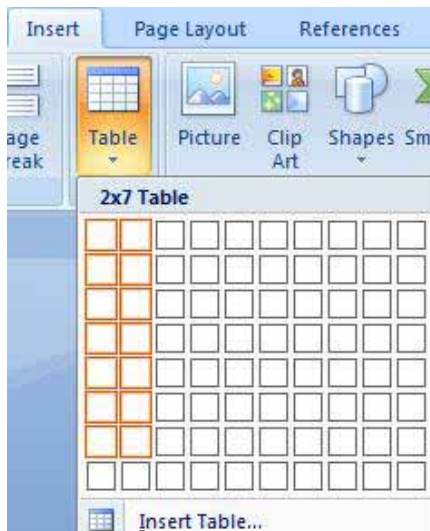**Figure 4.20 – Adding "World Class CAD Awards"**

Figure 4.21 – Creating a 2x7 Table

Below the text we just typed, we will add a **2x7** table. To do this, we need to select the **Table** tool on the **Insert** tab and pick a **2x7** table as in Figure 4.21. After creating the table, we will remove the border. We can remove it 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, we will 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, we will select the **No Border** option (Figure 4.23). The dark black lines bordering the table should now turn into dashed, light blue lines.
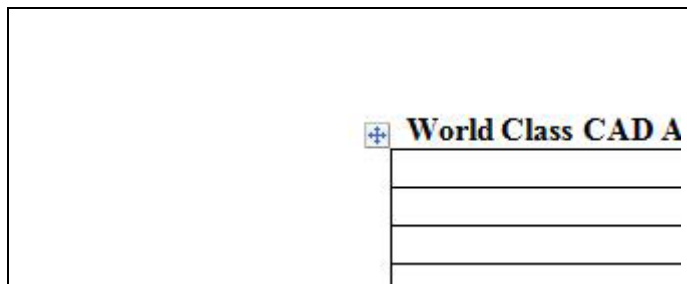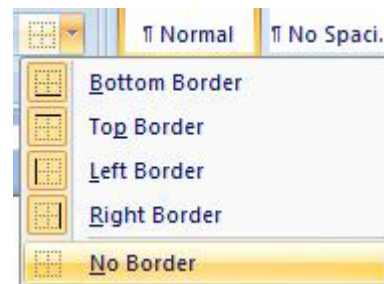

Figure 4.22 – Move Button

Figure 4.23 – No Border Option

We will now add text to the table. In the left cells we will be entering the different certifications we have received. In the cells located on the right, we will put the date on which we received the particular certification. To enter text, we only need to left click on a cell and begin typing. In addition, when we are finished typing in all of the text, we will make all the certification names in the left cells italicized by selecting the **Italic** tool on the **Font** panel (Figure 4.24).

Figure 4.24 – Italic Tool   **Figure 4.25 – Italicized Text**

Figure 4.26 – Finished World Class CAD Awards

If there are any certifications other than the World Class CAD Awards then we could follow the same process to add the other certificate titles and the company and software from which we received the awards. For our example, we will add our certifications from the Siemens quickStep Online Course.

Figure 4.27 – Other Certifications

Figure 4.28 – Finished Certifications

Adding Professional Experience Using Bulleted Lists

The third heading of our resume will be our "Professional Experience". We will type the words "Professional Experience" and then highlight them with our cursor. With the words selected, we will change the font size to **16**, **Bold**, **Center** and **Underline** the text.
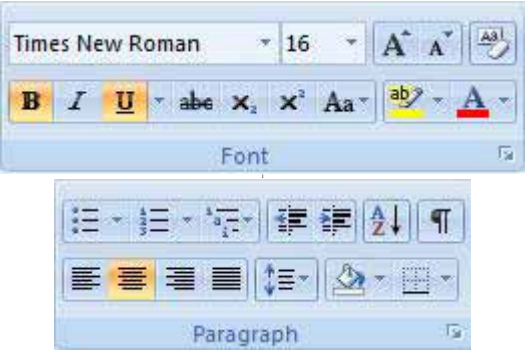

Figure 4.29 – Formatting Header   **Figure 4.30 – Professional Experience Header**

After finishing the header, we will 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, we will type the job title, company name and city where we worked. After that, we will unselect the **Bold** tool and type the years in which we worked there in parenthesis (Figure 4.31).

Figure 4.31 – First Professional Experience

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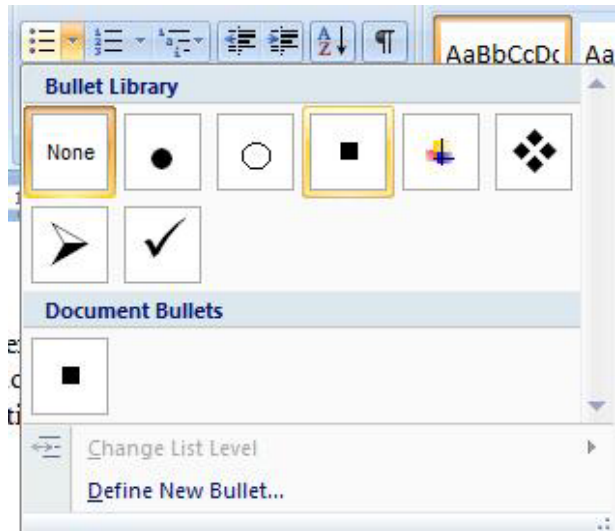

Figure 4.32 – Selecting Bullet Type

Professional Experience

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

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

Machine Operator, Morgan Machine Shop, Hamilton, Ohio (2007 to present)
- 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

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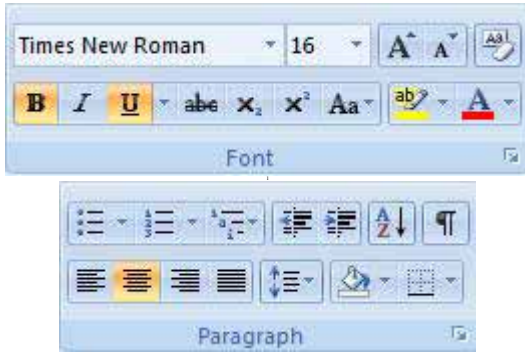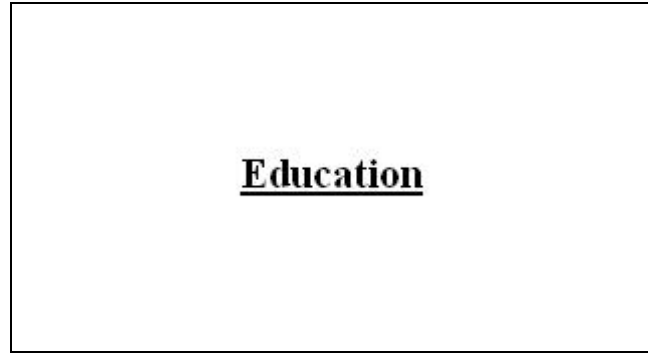
Figure 4.34 – Formatting Header
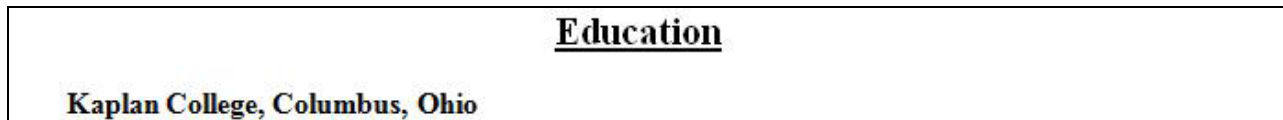

Figure 4.35 – Education Header

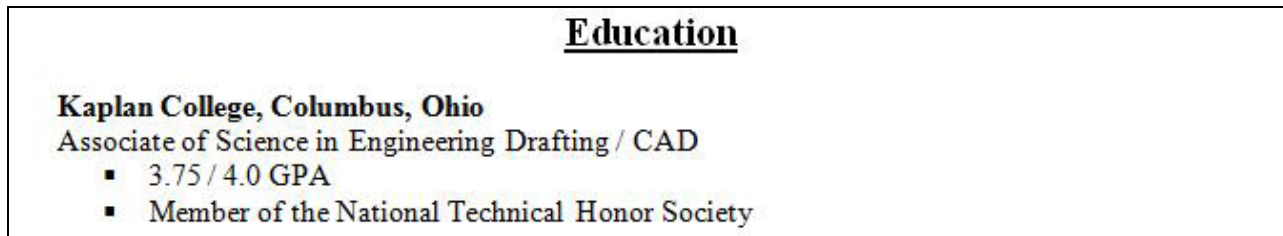**Figure 4.36 – Education Header**

Figure 4.37 – Finished Educational Information

Adding Professional Affiliations

After ending the bulleted list by unselecting the **Bullet** tool, we will add our last header: "Professional Affiliations." After typing in or heading, we need to highlight the text, change the font size to **16**, **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, we can type our professional affiliations (Figure 4.36).
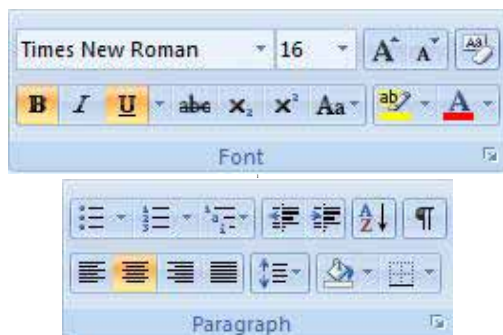

Figure 4.38 – Formatting Header

Figure 4.39 – Professional Affiliations Header

Professional Affiliations

Autodesk Engineering and Design Community since 2007
Volunteer on multiple building projects in the metropolitan area
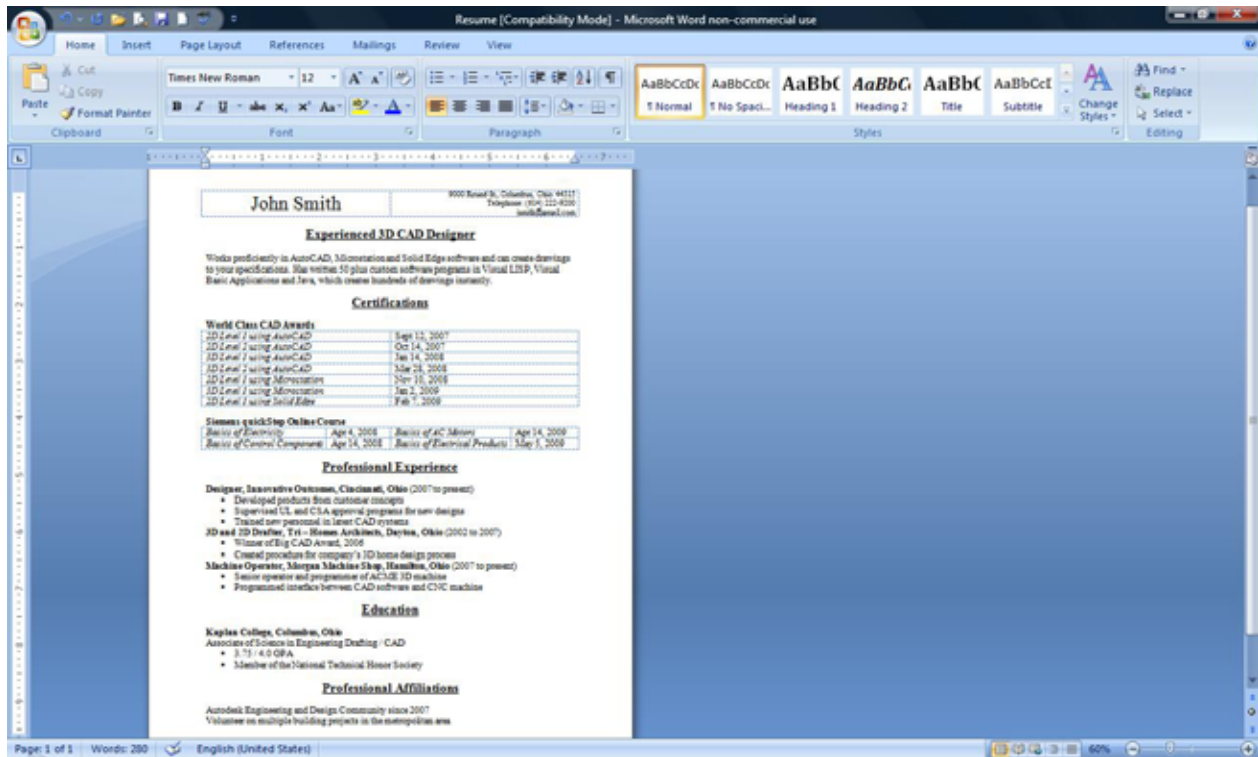
Figure 4.40 – Professional Affiliations

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.