Health PEI | Santé Î.-P.-É.

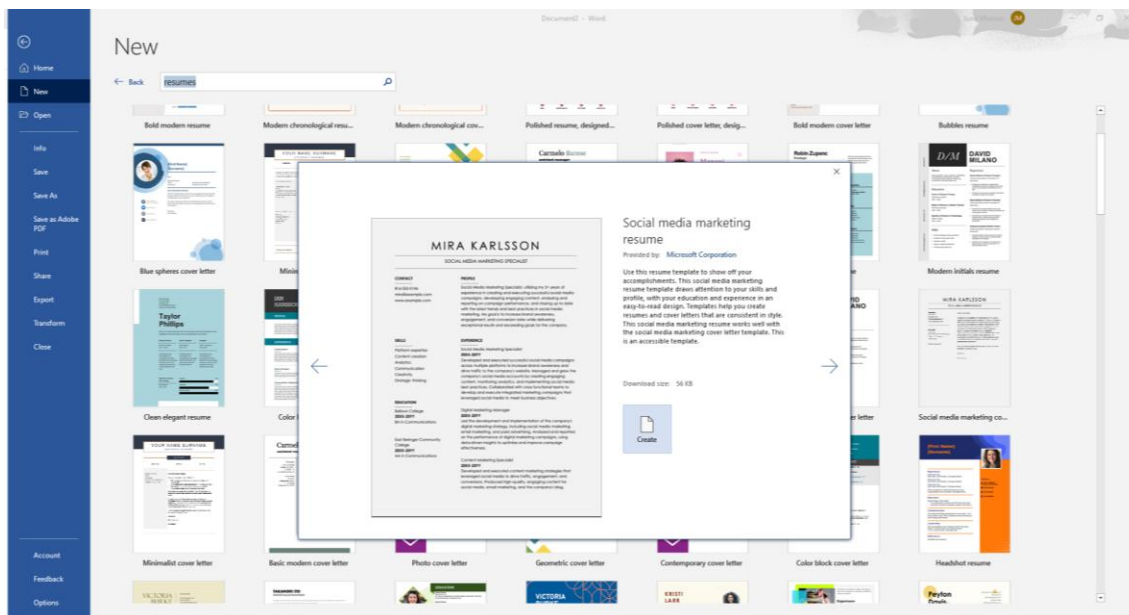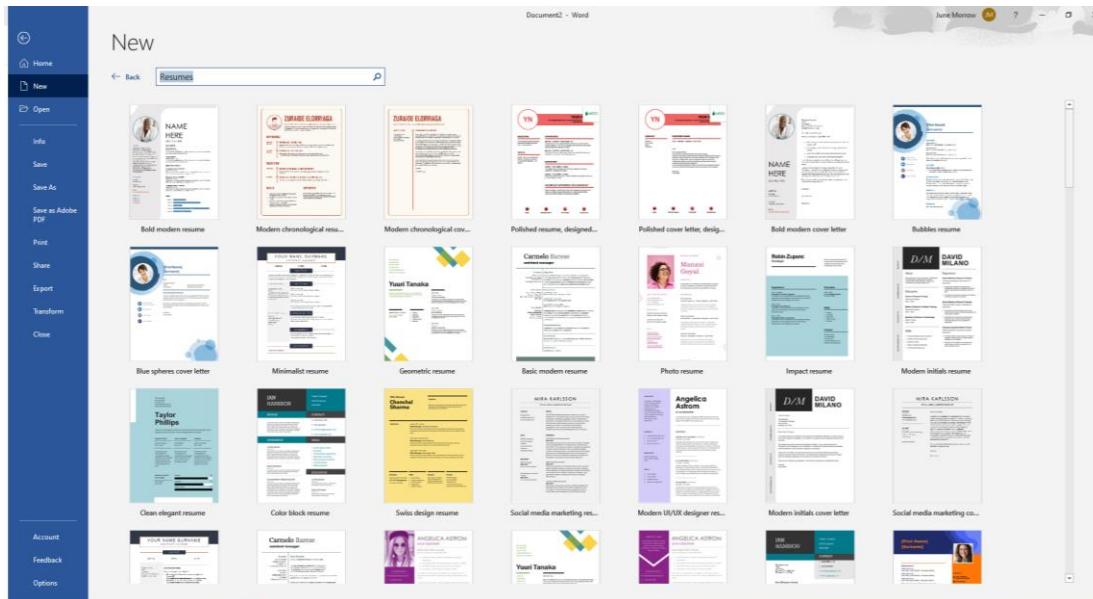## Creating A Resume in Microsoft Word

Whether you are creating a resume for the first time or looking to update your resume, you can easily create a resume using the template in Microsoft Word. Please follow these instructions to create your resume.

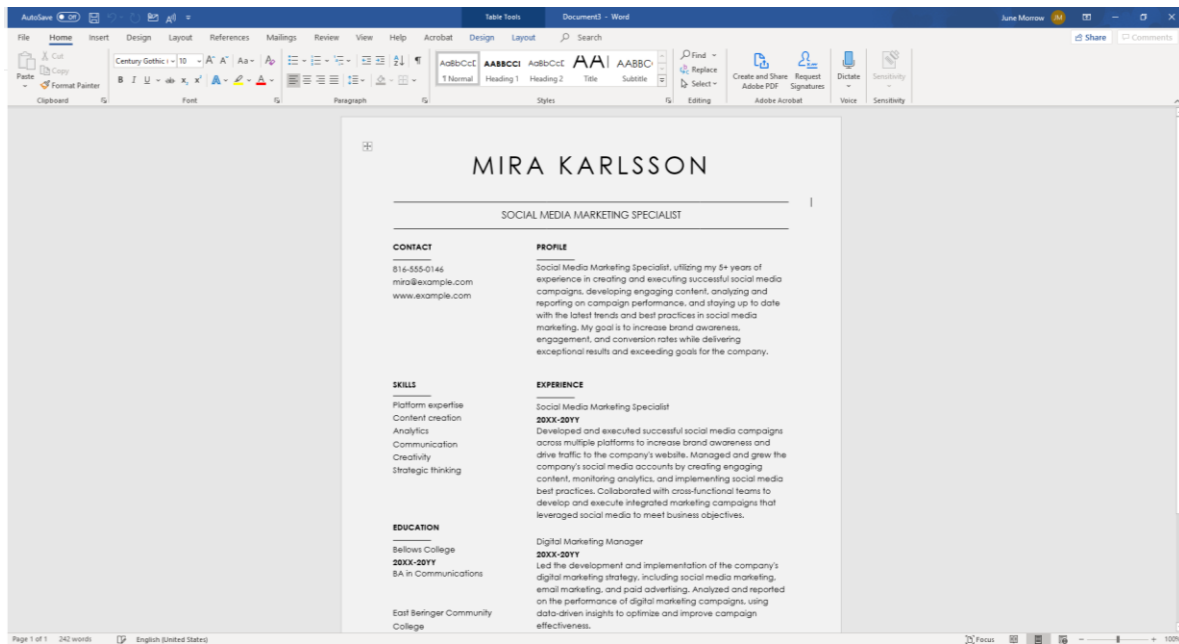1. Open Word and select New on the left-hand menu.
2. Type "Resumes" in the Search bar.

3. Scroll through the resumes. To see any resume with more detail click on it once.

4. Select the one you would like to use as a template by double-clicking it.

5. Modify the template with your information and save.

Resume Do's and Don'ts:

There are few things to keep in mind when creating a resume. A resume should be simple and concise so potential employers can quickly understand if the required skills and qualifications are met. Design matters so the more important or relevant experience should be near the top of the resume. Contact information is also important and should be located at the top of the page.

Do's:
- ✓ **Ensure all relevant information is on the resume.** Be sure education, employment experience, certifications and licenses are included.
- ✓ **Be clear and concise.** Organized in a way that skills and positions can be found and understood easily.
- ✓ **Proofread.** Make sure there are no grammar or spelling mistakes.
- ✓ **Limit resume to 1 or 2 pages**. Only relevant, important, or recent experiences should be included.
- ✓ **Create a resume with the position in mind**. Any skills or achievements that are most relevant to that position should be listed at the top.
- ✓ **Highlight any accomplishments.** Summarize the skills acquired and the work completed.
- ✓ **Be truthful.** Do not falsify any information nor exaggerate. This will mislead the employer.

- ✓ **Quantify achievements**. Use numbers when appropriate, i.e., by what percentage efficiency was increased, the number of people supervised, etc.
- ✓ **Use simple words.** Use simple words and action verbs, so anyone reading it will understand. Keep in mind that resumes are not always reviewed by the employers.
- ✓ **Include volunteer experiences**. Any volunteer work or unpaid work should be included on a resume, especially if relevant to the position you are seeking.
- ✓ **Double check.** Before submitting a resume, look it over. Make sure it is formatted correctly, that contact information is included, and that there are no mistakes. It doesn't hurt to have someone else look it over. An outside perspective is always useful.
- ✓ **Provide relevant information.** Including references is not mandatory and if not prepared to disclose then indicate that references can be supplied upon request.
- ✓ **Include personal pronouns. .** If comfortable, a person can include at the top of the resume, along with their name, their pronouns, such as he/him, they/them, she/her.
- ✓ **Use the third person.** A resume should be written in the third person as this is seen as the professional standard for this type of document. Avoid using "I", "me", etc.

Don'ts:

- ✓ **Do not use inappropriate emails.** Make sure the email address being used sounds professional, is easy to spell, and not offensive.
- ✓ **Do not include unnecessary personal information.** Do not include height, weight, religious beliefs, etc. The only personal information to provide is contact information.
- ✓ **Do not include a photo of yourself.** The employer should focus on skills and experiences and not a person's appearance.
- ✓ **Do not use too many bullets.** A resume should be kept to 1 or 2 pages, so be mindful of bullet points. Each section should only have approximately 6 bullet points, and each bullet point should be informational and concise. Do not use lengthy sentences.
- ✓ **Do not use personal pronouns.** When writing a resume, avoid using "I", "me", etc. This is seen as unprofessional. Instead, write it in the third person.
- ✓ **Do not just list job responsibilities.** If listing responsibilities, keep the list concise and limited to 3-5 key responsibilities. Focus on listing the achievements and skills acquired from this position.
- ✓ **Do not make general statements.** General statements are too vague, these will hinder you. What you should do is be concise and personalize your experience.

- ✓ **Do not include reasons for leaving a previous position.** The purpose of a resume is to show showcase achievements and skills. The reason for leaving an employer is very unnecessary.
- ✓ **Do not include hobbies or interests.** The employer needs to know a person's skills, not what they do in their free time