**First Last Name**

email@address ▪ ###-###-#### ▪ City, State

**Education**

|  |
| --- |
| **Institution Name**,*College Name,* City, StateExpected Graduation: [Grad Month Year]GPA: #.## / 4:00**Institution Name**, City, StateGraduated: [Grad Month Year]GPA: #.## / 4.00 |

**Work Experience**

|  |  |
| --- | --- |
| Date – Date  | **Organization Name**, *Role,* City, State* Description
* Description
* Description
 |
| Date – Date | **Organization Name**, *Role,* City, State* Description
* Description
* Description
 |
| Date – Date | **Organization Name**, *Role,* City, State* Description
* Description
* Description
 |

**Activities**

|  |  |
| --- | --- |
| Date – Date | **Organization Name**, *Role,* City, State* Description
* Description
* Description
 |
| Date – Date | **Organization Name**, *Role,* City, State* Description
* Description
* Description
 |

**Skills**

|  |  |
| --- | --- |
| Category | List, List |
| Category | List, List |

**Notes on using this template:**

This is a how-to for those who are new to using tables in Microsoft Word. ***Please remember to delete this notes text after you create your resume. :-)***

***Getting Started with Tables***

This template is created in a table format. Tables help you efficiently and cleanly align text to the left or right, without using tabs and spaces. They give your resume a clean, sharp edge.

You have flexibility to make the table fit your needs to tell your resume story. If you are not familiar with working in tables, here are some tips to get you started.

Most importantly… remember not to stress if a change you make doesn’t go as you thought it would. You can always immediately “***undo***” your changes. Use the keyboard shortcut of CTRL+Z (or go click the “undo” button). Then, try again.

***Accessing Table Menu Bars***

In Microsoft Word, if you click anywhere in the table, menu bars will appear for “Table Design” and “Layout”. These are helpful for editing your table to make it fit your needs.

If you cannot see the table boundaries (sometimes this gets turned off when you download our files), click the table “Layout” menu and choose “View Gridlines.” This will help you see where to click as you are making edits.

***Aligning Text***

Under “Layout”, you can find helpful buttons for “Alignment”. You can right justify, left justify, or center your text at the click of a button – as well as have the text align with the top, middle, or bottom of a table cell. Start by highlighting the cells you want to work with, and then click the Alignment button you are interested in.



***Adding and Deleting Rows***

You can also find buttons for deleting a row or cell in this “Layout” menu. To insert columns, place your cursor in the cell next to the space you want to change. Then, select “insert above”, “insert below”, etc. To delete a cell (or row), highlight what you want to delete, and then click the “delete button.



***Merging and Dividing Cells***

The “Layout” tab also has information on merging two cells together. Highlighting the cells you want to combine and clicking the “merge cells” button. Or, you can split a single cell into multiple by putting your cursor into the cell you want to divide and clicking the “split cells” button.



***Adding Table Borders***

Finally, you can use the “Table Design” menu to add boarders and lines to table rows, if you like that look. Highlight the rows you want to have borders on, and then use the borders tools to add or remove lines. This is done in a few steps. First set the “border style” you are interested in, as well as the “line weight” (in the picture below the weight is set to ½ pt), and the “pen color”. Once these are set, click on the “Borders” drop-down, which will allow you to select which borders you would like to add. This adds borders to the area that you have selected.

