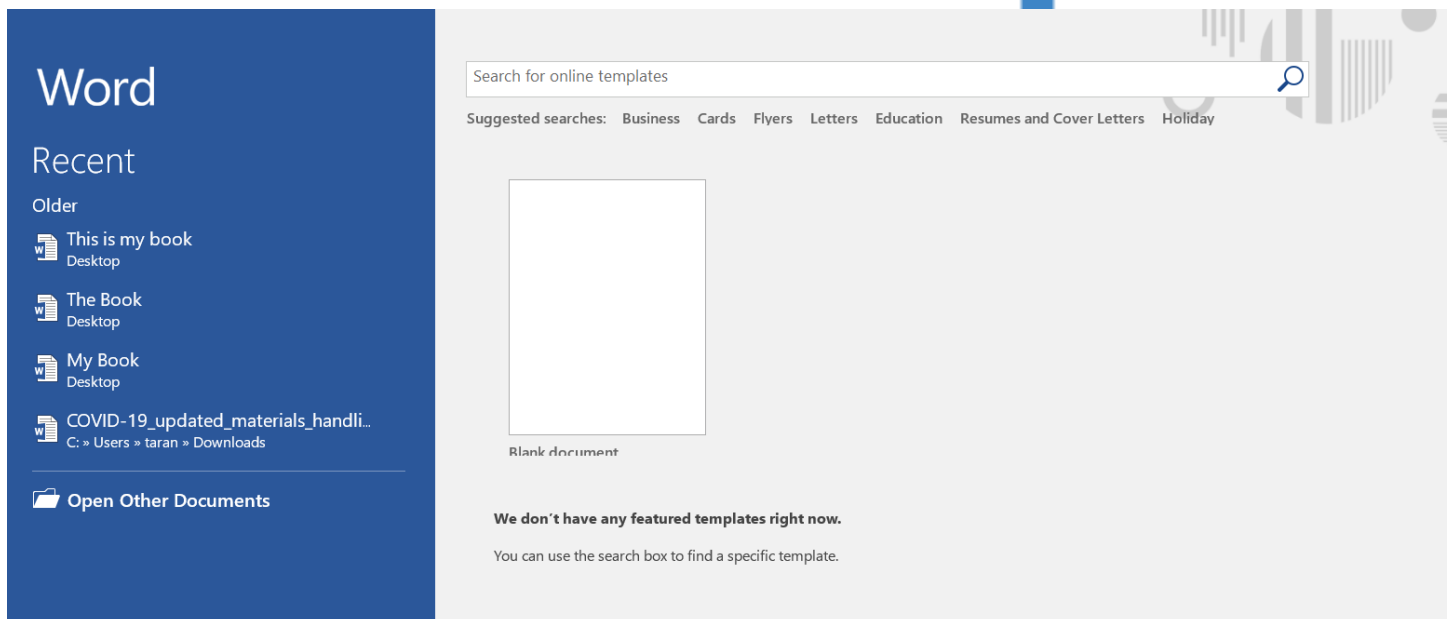


## Before you get started:

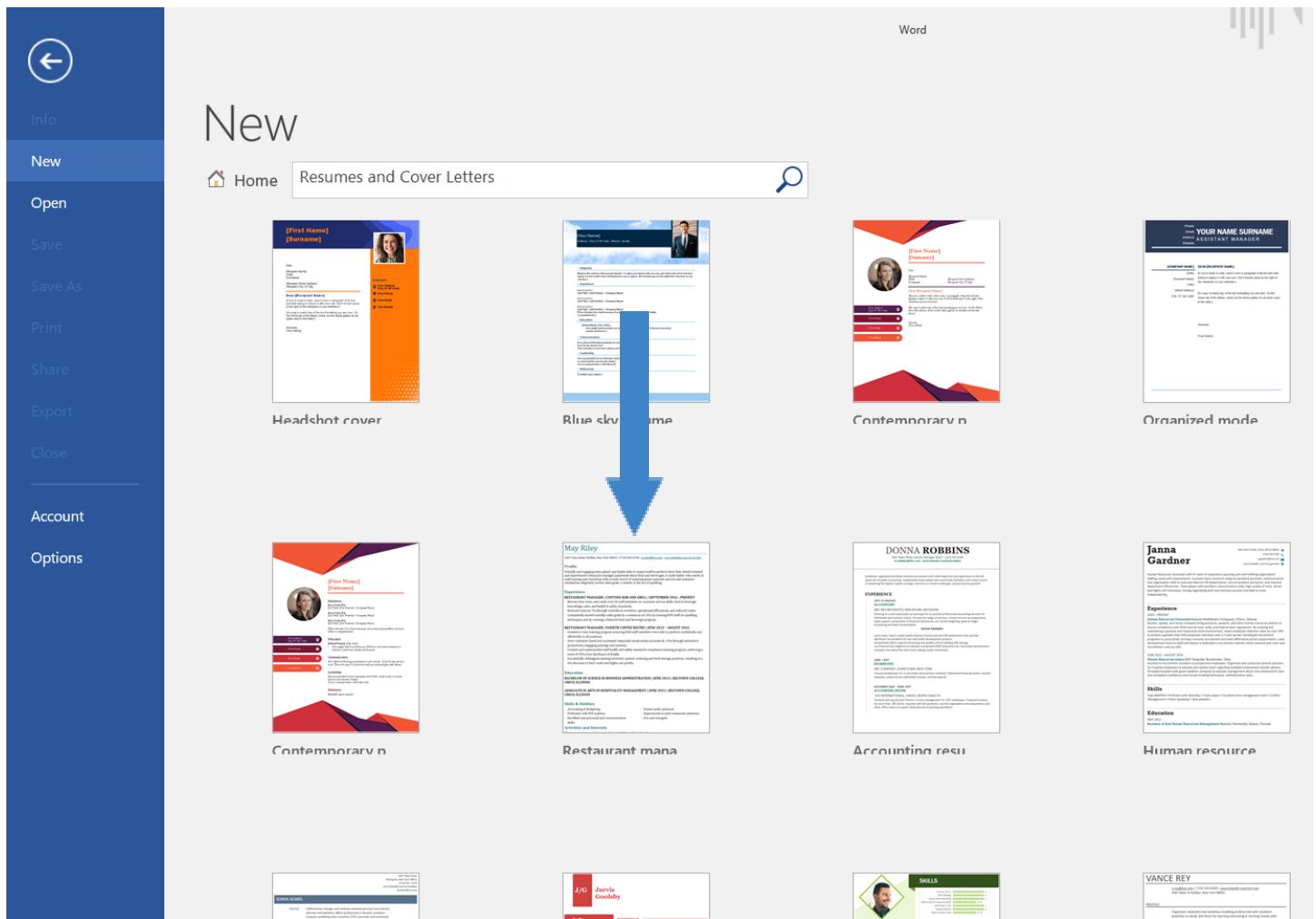
- Please note that any files saved are deleted off the library's computers after they are rebooted.
- Bring your own removable flash drive or USB to save your resume on. If you do not have a flash drive, email your completed resume to yourself so you have a copy.
- Have the information you intend to include on your resume handy. Make a list of your education, training, previous employers, places of employment, the dates you were employed, as well as your job duties.

## Remember to save your document often!

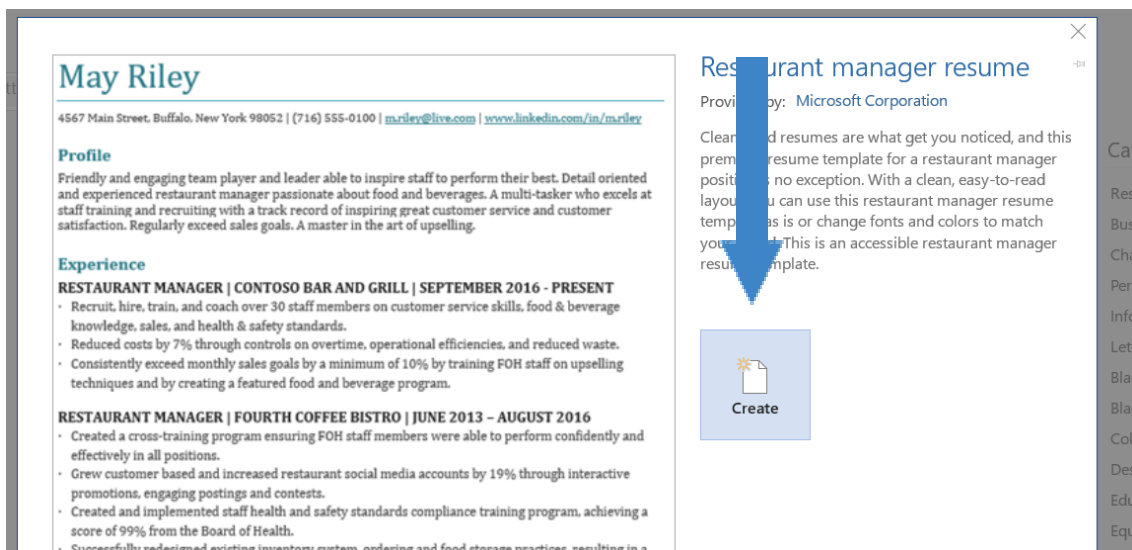
**Step 1:** Open Microsoft Word. Select **Resume and Cover Letters** from Template search options.



**Step 2:** Select the resume style that you like. Remember that simpler designs are often better for most job types.



**Step 3:** Click **Create**



## Step 4: Edit the template by filling in your own information.

Tips for editing templates:

- When changing information, don't delete the text! Highlight the text that you want to change and start typing in the correct information. This allows you to keep the style of the template.
- If you want to change font size, type or bullet points, use the **Home** menu ribbon to find those options.
- If you make a mistake, remember that you can **undo!** The keyboard shortcut for undo is **Ctrl + z**.
- Save often. On library computers you will need to save your resume to a flash drive. Or you can save and email yourself a copy of your saved resume.

### May Riley

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#### Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of upselling.

#### Experience

##### **RESTAURANT MANAGER | CONTOSO BAR AND GRILL | SEPTEMBER 2016 - PRESENT**

- Recruit, hire, train, and coach over 30 staff members on customer service skills, food & beverage knowledge, sales, and health & safety standards.
- Reduced costs by 7% through controls on overtime, operational efficiencies, and reduced waste.
- Consistently exceed monthly sales goals by a minimum of 10% by training FOH staff on upselling techniques and by creating a featured food and beverage program.

## Resume Tips

- Triple check your resume for spelling and grammar mistakes. Have another person proofread your resume if possible.
- Instead of having one resume, change your resume to match the job description.
- Review successful resume examples from the position you are applying for. You can often find them by searching online for your job title + resume example.
- When describing your skills, use words from the job description. That way, you increase the chances of your resume matching available positions and of being selected for an interview.
- Add numbers that quantify your accomplishments. Highlight successes that you have achieved in previous positions or internships.
- Make sure you save your resume in the correct format. Check the employer's website to see if they require your resume in Word(.doc), PDF (.pdf) or another document type.
- Use Print Preview in Microsoft Word to check over your resume before printing or submitting your resume via email. Make sure the formatting is consistent and there aren't any mistakes.