



# Resume Tools

## Microsoft Word

Keep your resume as short and concise as possible

Use bullet points for sections like skills and education instead of paragraphs

Use margins between .5" and 1"

Be consistent across your resume

Arial

Calibri

Cambria

Garamond

Georgia

Helvetica

Times New Roman

### Bullet Points

Use bullet points on your resume in your work experience section to list your duties and accomplishments

How many bullet points per job on a resume, depends on how many jobs you include and how much space you have for each

### Indents and Margins

Keep all indents aligned vertically down the page

Take some time to experiment with various margin sizes to find the right balance between the readability and fitting everything in; play around with them, but make sure you keep it symmetrical

### Fonts

Fonts that have enough white space to read well on both screen and print will make your resume more readable

# Example

## PETER ROSENBLUM, PMP

722 Fifth Ave, New York, NY 10022 | (212) 555-3333  
prosenblum27@email.me | linkedin.com/in/prosen

### SENIOR PROJECT MANAGER, DIGITAL MARKETING AND ADVERTISING

Certified project management professional with 11 years of demonstrated success. Expert in needs analysis, project scoping, business modeling, and strategic planning. Skilled in process improvement, risk assessment, cross-functional collaboration, and project deployment. Articulate communicator and mentor who thrives in results-driven, collaborative environments. Passionate about emerging technologies and dedicated to exceeding expectations to reduce costs, improve efficiencies, and increase revenues.

1

#### CORE COMPETENCIES

- Project Scoping
- Strategic Planning
- Business Modeling
- Resource Staffing
- Productivity Tools
- Web and Digital Tools
- Process Improvement
- Budgeting & Cost Analysis
- Complex Problem-Solving
- Freelancer Management
- Sales and Marketing
- Enterprise Resources
- Customer Service
- Change Management
- Contract Negotiation

#### PROFESSIONAL EXPERIENCE

Senior Project Manager, Greener Tech, Inc. | New York, NY

2

01/2011 – Present

Oversaw the development of an interactive, multimedia, Internet-based customer enquiry desk for full-service advertising and communication firm.

3

- Led complex technology projects with teams of 20 programmers, developers, and analysts.
- Managed \$10M budget by monitoring expenditures, calculating forecasts, and ensuring compliance.
- Decreased service desk turnaround time by 50% with an SMS-based customer service support system.
- Improved customer satisfaction by 25% over 8 months with customer service process improvements.
- Lifted revenues by \$1M by identifying loyal and high-paying clients and offering individualized services.
- Facilitated internal training to build in-house expertise, product awareness, and staff confidence.

Project Manager, Techme, Inc. | New York, NY

05/2007 – 01/2011

Spearheaded the daily operations of projects focused on generating new customer service systems for fledgling firms and supervised the work of project teams to test new processes, identify risks, and provide solutions or workarounds. Led the operations consolidation from the merger of 2 major communications companies.

4

- Managed projects totaling \$5M in budget annually.
- Utilized 3 outsourcing firms and 10 freelancers to reduce operating costs by 15%.
- Increased revenue by 25% with a cross-functional team who identified and closed operations leaks.
- Awarded "Best Innovator Award" by implementing a web-based project management tool.

Project Management Intern, ACE Company | Providence, Rhode Island

01/2007 – 04/2007

Gained invaluable knowledge of managing projects in the digital and electronic marketing business by assisting project managers and teams with large-scale, high-value projects.

- Collected, compiled, analyzed, and interpreted data to assist a large project team of 15 people.
- Anticipated and provided recommendations on process improvement opportunities.
- Drafted and delivered technical manuals and other project-related communications.

#### EDUCATION AND CREDENTIALS

Master of Business Administration (MBA), Fordham University

2011

Bachelor of Science, Mathematics, Brown University

2007

Project Management Professional Certification (PMP), Project Management Institute

2012

1. Use of bullet points to make a list of skills

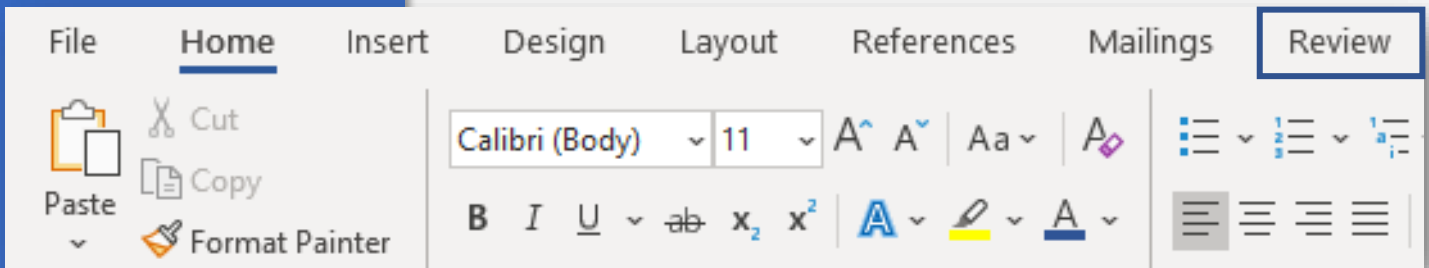
2. Dates indented consistently across resume

3. Use of bullet points to make a list of experiences

4. Bullet points indented consistently across resume

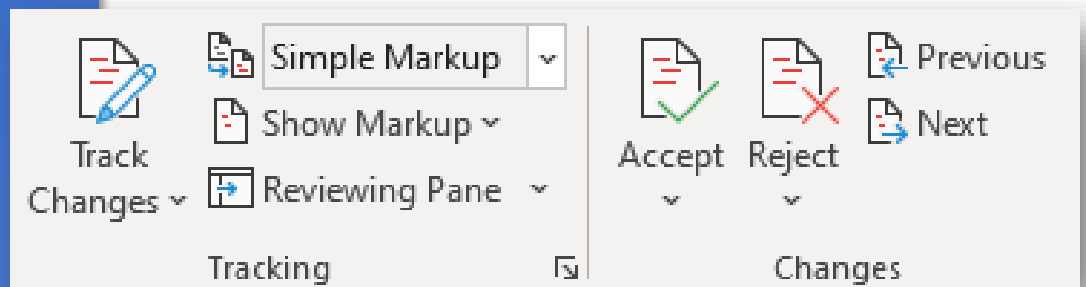
## Track Changes

1. Open Microsoft Word
2. Choose the Review tab at the top of the document

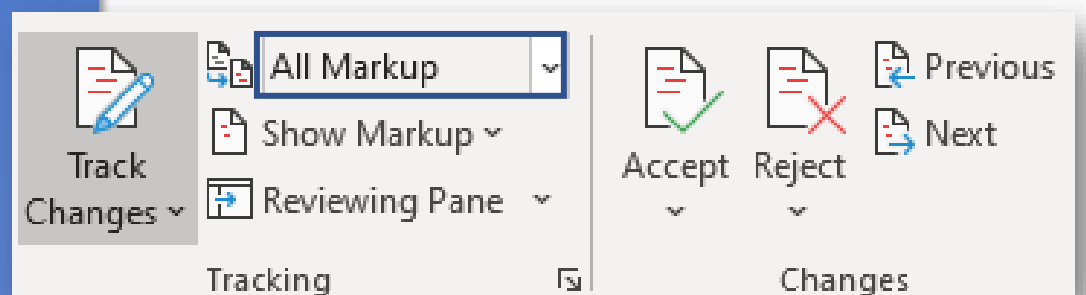


Layouts and drop-downs may look different depending on the version of Microsoft Suite that you are using

3. Track Changes button



4. Make sure that you change 'Simple Markup' to 'All Markup' from the drop-down bar next to Track Changes



# Using Track Changes

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## Editing

Once Track Changes is turned on, you can start editing the document

Any changes you make to the text will be marked by a grey bar on the left side of the changed text

The added text will be in a different color to the normal text, making it easy to spot for reviewers

## Add Text

Bake in the oven until a toothpick inserted into the center of the cake comes out clean, 1hr to 1hr and 15 minutes. Cool in the pan for 10 minutes before removing to a cake platter or plate.

## Delete Text

The deleted text will be noted in a comment in the right margin of the document or crossed

Bake in the oven until a toothpick inserted into the center of the cake comes out clean, ~~1hr to 1hr and 15 minutes~~. Cool in the pan for 10 minutes before removing to a cake platter or plate.

## Reformat Text

The type of reformat will be noted in a comment in the right margin of the document

Bake in the oven until a toothpick inserted into the center of the cake comes out clean, ~~1hr to 1hr and 15 minutes~~. Cool in the pan for 10 minutes before removing to a cake platter or plate.

neph rodz  
Formatted: Font: (Default) +Body (Calibri)


## Comments

By selecting New Comment from the Review tab, you can also comment on pieces of text

The comment will appear in the right margin of the document

Bake in the oven until a toothpick inserted into the center of the cake comes out clean, ~~1hr to 1hr and 15 minutes~~. Cool in the pan for 10 minutes before removing to a cake platter or plate.

neph rodz  
Formatted: Font: (Default) +Body (Calibri)

 neph rodz A few seconds ago  
Do not eat it right away!!

 Reply

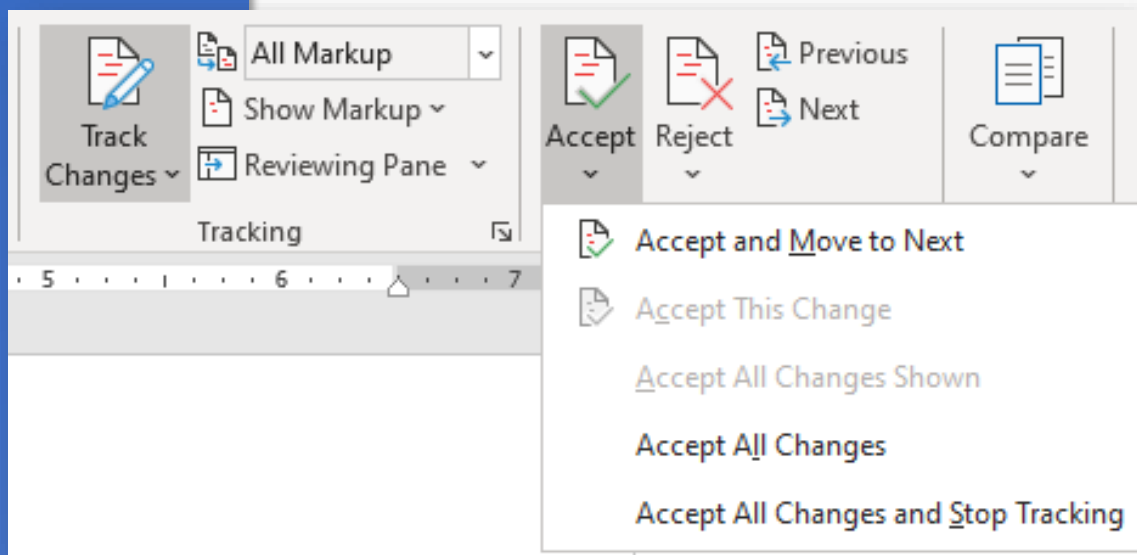
neph rodz  
Formatted: Font: (Default) +Body (Calibri)

## Reviewing

To accept or reject all changes at once, select from the drop-down menus beside each option

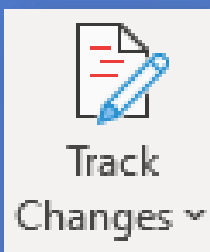
You can either accept or reject changes made by another person

To do this, simply click on the changed text (or the note in the margin) and then select either Accept or Reject from the Review tab



Until you accept or reject all changes, they will be visible or hidden, not resolved

## Turning off Track Changes



To turn off Track Changes, simply click on the Track Changes button