Step-By-Step Guide to Personalizing Your Heading

Here's the paradox: your resume is one of the most public documents you will share with the world, yet it is one of the most private documents about you.

With this said, **how do you stand out** amongst hundreds and thousands of fellow candidates applying for the same position?

If employers read pages and pages of resumes from top to bottom, then one of the first elements that catch their attention would be your heading, which includes:

- Your name
- Your address
- Your phone number
- Your email

Your heading – just like the rest of your resume – is your **personal branding**, which forms the first impression employers have about the employee you can be.

This step-by-step guide provides starter tips on how you can personalize your heading by using some of the options available on Microsoft Word, which includes:

- How to **align text** using tabs, Pages 2 and 3
- How to **create a line**, Pages 4 and 5
- How to use different **types of fonts**, Page 6

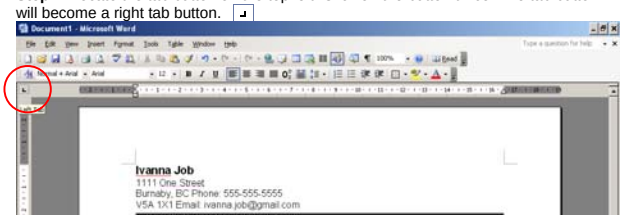
A Note on using Resume Templates
On one hand, using templates make our lives easy – you fill in your information and it's ready to go. On the other hand, if applicants competing for the same job use the same or a similar template to yours, employers may catch on and question the time and effort you put in your application. Using a metaphor, it is comparable to wearing the same outfit as someone else to the prom!

Most of all, you are missing an amazing opportunity to tell employers who YOU are.

HOW TO ALIGN TEXT USING TABS

Why do this? To balance the white space between the left and right side of the page, so your resume looks more tidy and polished.

Step 1. Locate the tab button on the top left. Click on the button twice. The tab button will become a right tab button. ⌟

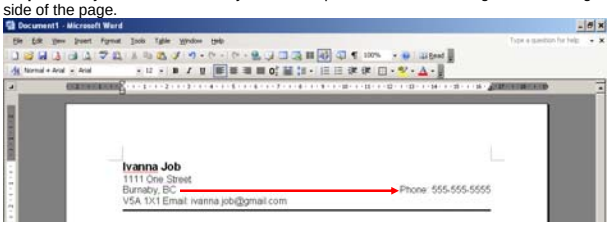


Step 2. Click on the ruler on top to set a right tab. Drag the tab to the end of the page margin to maximize page space.

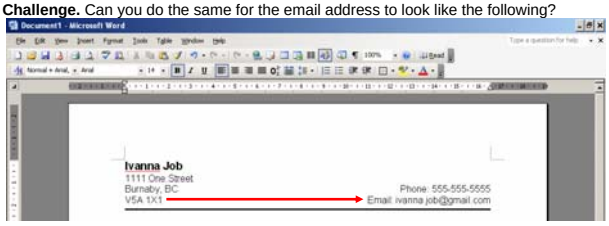
Step 3. Place your cursor in front of the text you will be moving to the right side of the page. For example, the cursor is currently placed just before "Phone", in order to move telephone information to the right. Press tab on your keyboard.

Need more information? Come visit an advisor in Career Programs in 116A!

Step 4. Now you have successfully moved the phone number AND aligned it to the right side of the page.



Challenge. Can you do the same for the email address to look like the following?

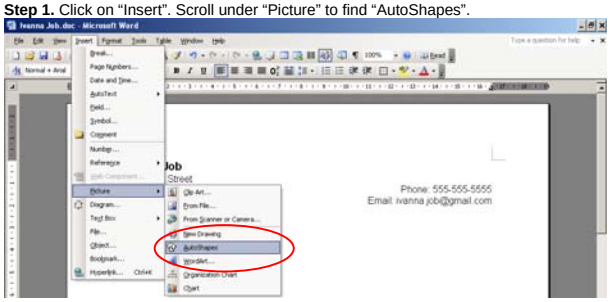


Need more information? Come visit an advisor in Career Programs in 116A!

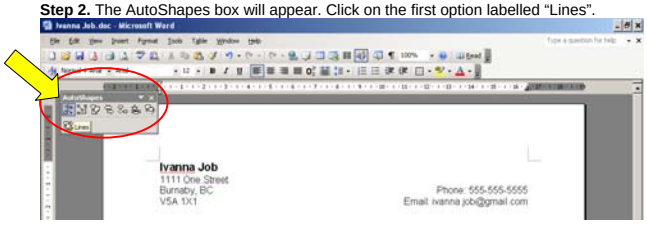
HOW TO CREATE A LINE

Why do this? To create division between sections (for example, to close off the contact information section), so your resume looks clean and organized.

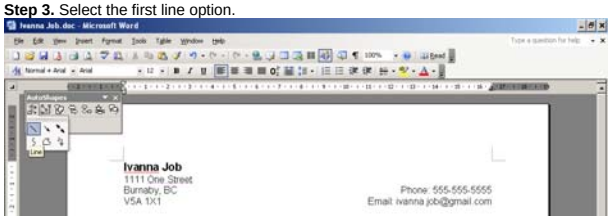
Step 1. Click on "Insert". Scroll under "Picture" to find "AutoShapes".



Step 2. The AutoShapes box will appear. Click on the first option labelled "Lines".

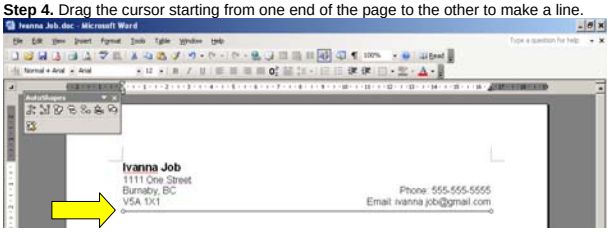


Step 3. Select the first line option.

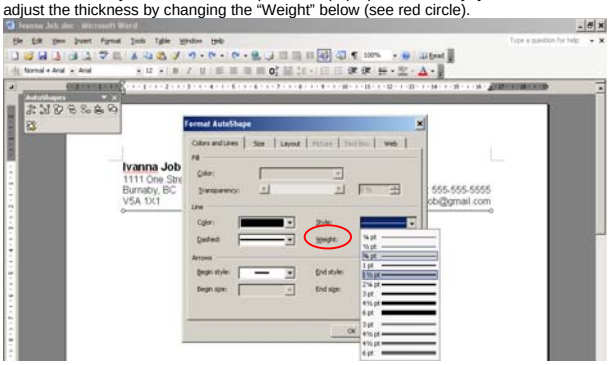


Need more information? Come visit an advisor in Career Programs in 116A!

Step 4. Drag the cursor starting from one end of the page to the other to make a line.



Step 5. To adjust the thickness of the line, double click on the line. A "Format AutoShape" box will pop up. Select "Colours and Lines", which is the first tab. Under "Line", click on style and a series of options will pop up. Alternatively, you can also adjust the thickness by changing the "Weight" below (see red circle).



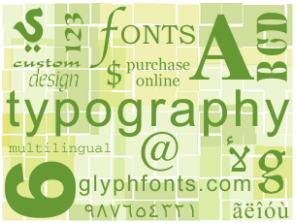
Final Product. Now you have created a personalized heading for both your resume and cover letter!

Ivanna Job
1111 One Street
Burnaby, BC
V5A 1X1
Phone: 555-555-5555
Email: ivanna.job@gmail.com

Need more information? Come visit an advisor in Career Programs in 116A!

HOW TO USE DIFFERENT TYPES OF FONTS

Why do this? To emphasize headings, titles, and key words and make certain elements in your resume stand out.



Be creative and play around!
There are so many ways you can alter even just a single font type, therefore be sure to explore your options and find ones that suit your personality.

For example, let's test the combinations we can make using one of the simplest fonts, Arial (Font Size 12):

Using the Basics	Normal
	Bolded
	Italicized
	Underlined
	Bolded and italicized
	Underlined
	Italicized and underlined
	Bolded, italicized and underlined
Using the Font option (available under "Format")	Normal, shadow
	Normal, emboss *(Not recommended using in a resume)*
	Normal, engrave *(Not recommended using in a resume)*
	NORMAL, SMALL CAPS
	NORMAL, ALL CAPS

Need more information? Come visit an advisor in Career Programs in 116A!