7.0.4 Resume Editing Activity

***Directions:*** *The resume on the next page needs some serious editing. Follow the instructions below to correctly format this resume. When you are finished, the resume should fit on one page.*

1. In the top section select the text “**Maria Garcia.**” Change it to **font size 22** and make it **bold** by clicking on the **bold icon.**
2. Select the **Career** **Objective** heading and change the text to **font size 14.**
3. Select the **Professional Experience** heading and change the font to Arial**.**
4. Select the **underlined text** in the Work Experience section and click on the **underline icon** to change it back to normal text.
5. Select the text in italics in the **Education** section and click on the **italic icon** to change it back to regular text.
6. **Delete** the picture.
7. Click on the **Review** tab and then the **Spell Check** button. Spell-check and **correct spelling errors.**
8. Use **File/Save As** to save the corrected document as Maria Garcia Corrected Resume.

*Hint: Use the corrected copy in the student manual as a guideline!*

Maria Garcia

228 Excalibur Lane ◆ Wesley, TX 72338 ◆ (210) 555-5555 ◆ mgarciamaribela@hotmail.com

Career Objective

To provide effective and engaging computer training for adults.

Professional Summary

Compassionate and caring instructor with a goal of providing effective and engaging computer training for adults. Detailed and organized with materials and processes while innovate and creative in the instructional process.

Work Experience

2009-Present Waterloo Industries Round Rock, TX

**Technology Trainer**

* Trained over 80 staff on Microsoft Office applications
* Modified and created training currcula to target company needs
* Served as Help Desk support for Microsoft Office applications

*2007-*2009 Round Rock ISD Round Rock, TX

**Technology Teacher Aide**

* Assisted teacher with computer skills classes in secondary settings (6-12th grade)
* Worked one on one with students as necesary

Education

2011*-2015* Austin Community College Austin, TX

***AAS in Office Administration***

Other Skills/Experience

* Certified Microsoft Office Instructor
* ***j0195384***Bilingual English and Spanish

*CORRECTED VERSION:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MARIA GARCIA**  228 Excalibur Lane, Round Rock, TX•512-555-2222•mariagarcia2788@gmail.com | | | | |
|  | | | | |
|  | | | | |
| **Career Objective**  To provide effective and engaging computer training for adults.  **Professional Summary**  Compassionate and caring instructor with a goal of providing effective and engaging computer training for adults. Detailed and organized with materials and processes while innovate and creative in the instructional process. | | | | |
| **Work Experience** | | | | |
| 2009-Present | | Waterloo Industries | Round Rock, TX | |
| **Technology Trainer**   * Trained over 80 staff on Microsoft Office applications * Modified and created training curricula to target company needs * Served as Help Desk support for Microsoft Office applications | | | | |
|  | | | | |
| 2007-2009 | | Entley ISD | Entley, TX | |
| **Technology Teacher Aide**   * Assisted teacher with computer skills classes in secondary settings (6-12th grade) * Worked one on one with students as necessary | | | | |
| **Education** | | | | |
| 2011-2015 | Austin Community College | | | Austin, TX | |
| **AAS in Office Administration** | | | | |
| **Other Skills/Experience** | | | | |
| * Certified Microsoft Office Instructor * Bilingual English and Spanish | | | | |

