Make A Resume Using Google Docs

Recommended Sites for Resume Samples:

- CareerOneStop.org
- TheBalanceCareers.com

Step 1 – Get a Google Account
If you already have a Gmail account, login and proceed to **Step 2**.
Requirements to get a Google/Gmail account:

- An internet enabled device, such as a computer, phone, or a tablet.
- To make sure you can get back into your Google Account if you are unable to sign in, Google requires all users to provide one of the following:
- A second email account (It <u>must</u> be different account than the one you are currently signing up for. This can be your own secondary account from Gmail, Yahoo or Outlook; or an email account from a close friend or a relative whom you trust and who will be able to help you reset the password.)
- A cell phone number (Google service will either call this phone or text a code. You can use that code to reset the password and regain access.)

  NOTE: It is important to keep this information up to date. If you ever change your phone number or an email linked to this one, or a friend changes their email address liked to your account – make sure your own account gets updated with the new information.

- Go to www.google.com. Click on the blue "Create an Account" button in the upper left-hand corner.
- Follow directions to sign up.
- https://edu.gcfglobal.org/en/gmail/ has a great tutorial explaining how to get a Gmail account, and how to use email in general.
- If you are using a phone or tablet, download the Google Drive and Google Docs apps.

Step 2 – Get Organized
Many job seekers will have several resumes, one for each type of job they are applying for. Reduce stress by making your resume(s) easy to find. Consider also having a document which contains all the contact information for references and previous jobs.

- Create a folder in Drive, label it "Resume + your name".
  Here you will keep all versions of your resumes, cover
  letters, and other ways to keep track of job applications.

- Upload previous versions of your resume by doing one of the following:
  - Drag & drop the file(s) from your computer's File explorer into your Resume folder.
  - Click on the "New" button (upper left corner), then "File upload", then click on the desired file. Finally click "Open" (in the bottom right corner of the pop-up window.)

For each job applied for, create and label sub-folder that will contain the exact resume and cover letter used in the application.

Step 3 – Use A Template and Customize

Most companies require applicants to use an online application system. You will upload your resume and their computer will "read" it and populate their database. A simply formatted **chronological resume** "speaks" well to their system, meaning each time you apply for a job, you will not have to type that much.

Create A Basic Chronological Resume

1. Click on New > the arrow to the right of Google Docs > and click on "from a template". In the next screen, select "Resume Modern Writer".
2. In the upper left corner, give your resume a meaningful title, for example: "your name + "basic", or your name and a date, such as "Smith June2020"
3. NOTE: Make sure after you enter your own information that you delete all placeholder text from the template.

Copy and Paste Sections

Select the section you want to copy by:
1. Move the mouse where you want to start the copy. Click left mouse button down and keep it down.
2. Drag to the end of the section you want to copy. Release the mouse click. Now the desired selection should be highlighted with blue or grey.
3. With one finger hold down the CTRL button (usually in the bottom left and right of your keyboard). With another finger press the "c" key on the keyboard once. This is referred to as Ctrl + c
4. Move your cursor to where you want the new text to go, click your mouse. Notice the grey selection goes away, and your cursor is now blinking in the new area.
5. Hold down the CTRL button and with another finger press the "v" key on the keyboard once. This is referred to as Ctrl + v.
6. If you hold down the "v" key, you may get many copies pasted in your document! If you made a mistake, do a Ctrl + z to undo.

Note: GCF Global has great videos showing how to format in Google Docs.

Many Career Advisors recommend keeping a resume to one page. Here are some tips on how to maximize your resume space.

Change Margins
1. Click "Ctrl + a" to select all your text.
2. Hover your mouse by the **red** circle, a double-arrow pops up, as well as the label "Left Margin". Click and drag the arrow to the left by half an inch. Do the same on the right side by hovering over the green circle and dragging the margin to the right.
3. Click somewhere in the text to deselect everything.

Clear Formatting
If you want to remove all colors, bold, and different sizes in your resume:
1. Click "Ctrl + a" to select all the text or click and drag over just what you want to work on.
2. Click on the **orange** circle, the Clear Formatting button.
3. Click somewhere in the text to deselect everything.

Change Line Spacing
The template adds extra lines between headers. To "tighten them up",
1. Select desired text.
2. Click on the **purple** circle, the Line Spacing button.
3. If it shows up, click on "Remove space after (or before) paragraph".
4. Click on Single or 1.15" to control space between lines.
5. Click somewhere in the text to deselect everything.

Change Font
1. Select desired text.
2. In the down arrow to the left of the **blue** circle, choose a font. Some are thinner than others, such as *Calibri* or *Oswald*. Others are decorative but harder to read.
3. To change your font size, click on the down arrow next to the **blue** circle, select different size.
4. Click somewhere in the text to de-select everything.

Step 4 – Share the Resume
It is recommended to share your resume with a friend or a Career Advisor as they can help identify awkward phrasing or incomplete information. Google Drive allows you to share the resume with others and to allow individual email addresses to read the resume, make comments on the resume, or fully edit the entire document. Access to the document can be given or revoked at any time by checking the document share settings.

1. Click on the Share button in the upper right corner.
2. In the pop-up window, type your friend's email address. You can share it out to more than one person.

3. To the right of the email address is a new button "Editor". Click on the down-arrow to the right of this and click on the level of access you want to give to your friends.
4. Click Send. They will get an email with a link to your resume.

NOTE: Probably the biggest mistake people tend to make is listing an old phone number or an email address they no longer have access to. Double check your contact information to ensure it is up to date.

Download a File
You will need to download a copy of your Google Docs file to print it or to attach it to a resume. Here are general directions on how to do that, but keep in mind they will differ by the type of device you are using.
1. Click on File (upper left corner), then Download.
2. Choose the file type. Most common choices are:
     a. Microsoft Word (.docx) to edit it in Word.
     b. PDF Document (.pdf) – a PDF file keeps the formatting style locked in, so it is great for a presentation, but it is not editable. Use this file type when applying for a job.
3. If you are using a computer, the file will most likely be in the Downloads folder. If you are using a smartphone, it will be in Files folder.

Want to Know More About Google Docs?
Goodwill Community Foundation has clearly written and produced lessons and videos covering Google Drive and Docs, as well as a series about how to get a job. All classes are free and available in English, Spanish, and Portuguese.
https://edu.gcfglobal.org/en/googledocuments/