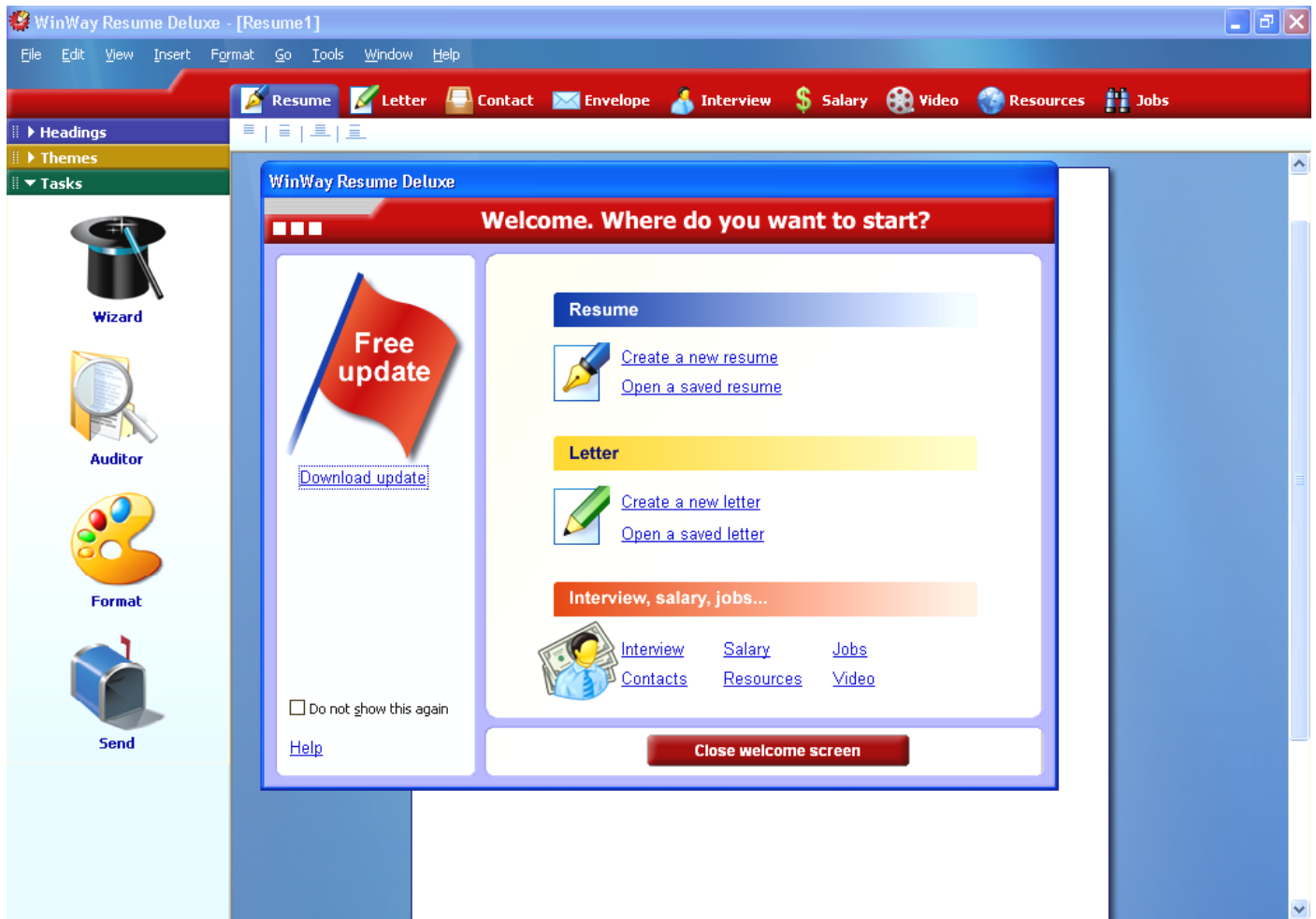


WinWay Resume Deluxe



COMPUTER TRAINING CENTER

1515 SW 10th Avenue – Topeka KS 66604-1374
785.580.4606 - class@tscpl.org - www.tscpl.org

Resume Wizard will lead you through all the steps to create a resume.

Describe the job you are looking for

Primary job title (e.g. Elementary School Teacher)
Sales clerk

Alternate job title (e.g. Class Instructor)
Cashier

Job-related keywords (e.g. parents children lessons books)
retail

Help Cancel Back Next

Click in the first box and type. Press the **Tab key** on the keyboard to go to the next box. When finished, click on **Next** ►.

Resume Examples

Select the closest match below, or "none of the above".

- Sales Clerk
- Food Sales Clerk
- Non-Retail Sales Supervisor/Manager
- Information Clerk-Cashier
- Wholesale/Retail Buyer
- Wholesale/Manufacturing Sales Representative
- Chemical and Pharmaceutical Sales Representative
- Medical Sales Representative
- Retail Chain Store Area Supervisor
- Food Products Sales Representative
- Bicycle-Rental Clerk
- Canvas Products Sales Representative
- Sales Attendant
- Animal-Feed Products Sales Representative
- Retail Store Manager
- Securities Clerk
- Foreign-Exchange-Position Clerk

Help Cancel Back Next

Choose the most appropriate job title in the list.

How would you like to continue?


Continue creating this resume:
You'll be prompted for desired resume type and your personal information

Stop and view an example of a Sales Clerk resume

Help Cancel Back Next

If you choose the second item: **Stop and view an example**, you will have to start the Resume Wizard from the beginning.

Resume Wizard



Name and address

- Include an alternate address if possible
- Use answering machines or voice mail on all phones
- Do not use employer address, phone or e-mail
- Include personal web page only if it shows your work-related

23% Completed

Your name and address

Name:

Address:

Phone:

e-mail

e-mail:


Web page:

Options

Add an alternate address to the resume

Help
Cancel
◀ Back
Next ▶

Resume Wizard



Emphasis and focus

- Recent graduate resumes emphasize recent degree
- Experienced resumes emphasize working skills
- Manager resumes focus on leadership and vision
- When in doubt – use the higher-level resume format

38% Completed

Which of the following best describes you?

Recent Graduate
 You do not have significant experience in your newly acquired profession, and your degree is the key to opening employer doors.


Entry Level
 You have less than 2 years experience and are looking for an opportunity to work your way up.

Experienced
 You have at least 2 years of experience. You wish to build upon this experience and advance your career.

Manager / Executive
 You are in a leadership position. Your primary responsibility is coaching your subordinates.

Help
Cancel
◀ Back
Next ▶

Resume Wizard



Headings tips

- In most cases, Chronological resume is the right choice
- Consider Functional resume when changing careers
- Functional resume can help overcome employment gaps
- Combination resume can overcome repetition when you held many similar jobs

46% Completed

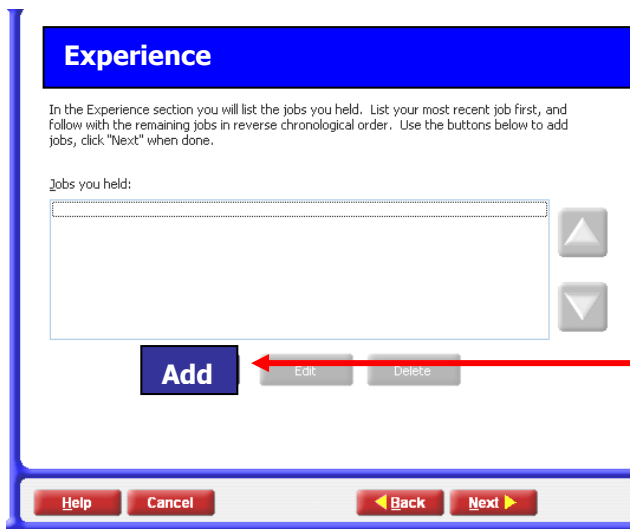
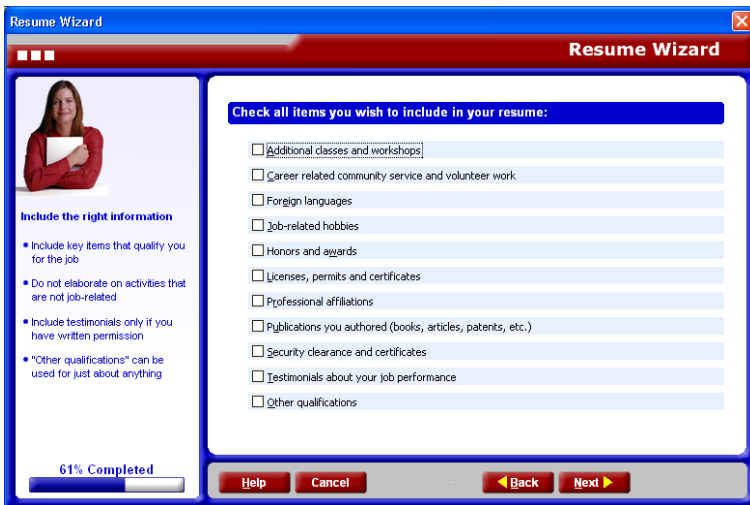
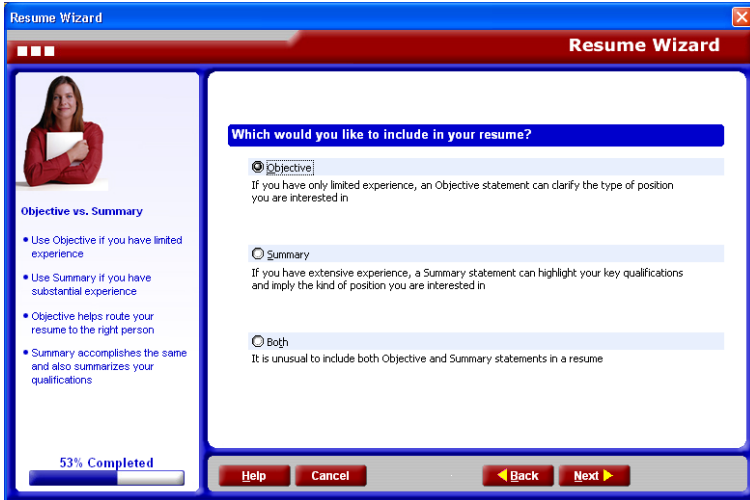
What type of resume would you like to create?

Chronological
 If your skills and accomplishments coincide with your most significant work experience and career goals, then this is the resume type for you. Your resume will use the common format listing each job followed by your accomplishments in that specific job.

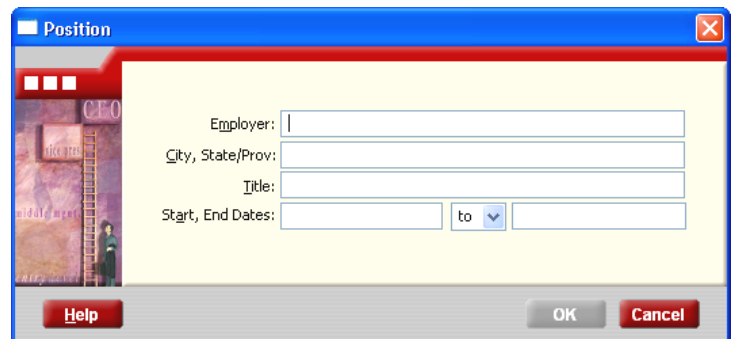
Functional
 If you must pull together skills and accomplishments from a variety of past experiences to show your preparation for what you want to do in the future, then the Functional resume may be appropriate for you.

Combination
 This type combines the attributes of both Functional resumes and Chronological resumes.

Help
Cancel
◀ Back
Next ▶



In the Experience section, click on **Add** to see the box below. After filling it in, click on **OK**. Click on **Add** again to add more positions if needed.



Education

List your most recent degree first. Additional degrees should follow in reverse-chronological order. Do not list high-school degree if you are listing a college degree.

Schools you attended:

In the Education section, click on **Add** to see the box below. After filling it in, click on **OK**. Click on **Add** again to add more schools if needed.

School

School:

Location:

Degree:

Year:

To edit, double click on a section.

Your name
Your street
Your city, state, zip code
Your phone
your e-mail address

Objective: An interesting position with a growing company

Experience:

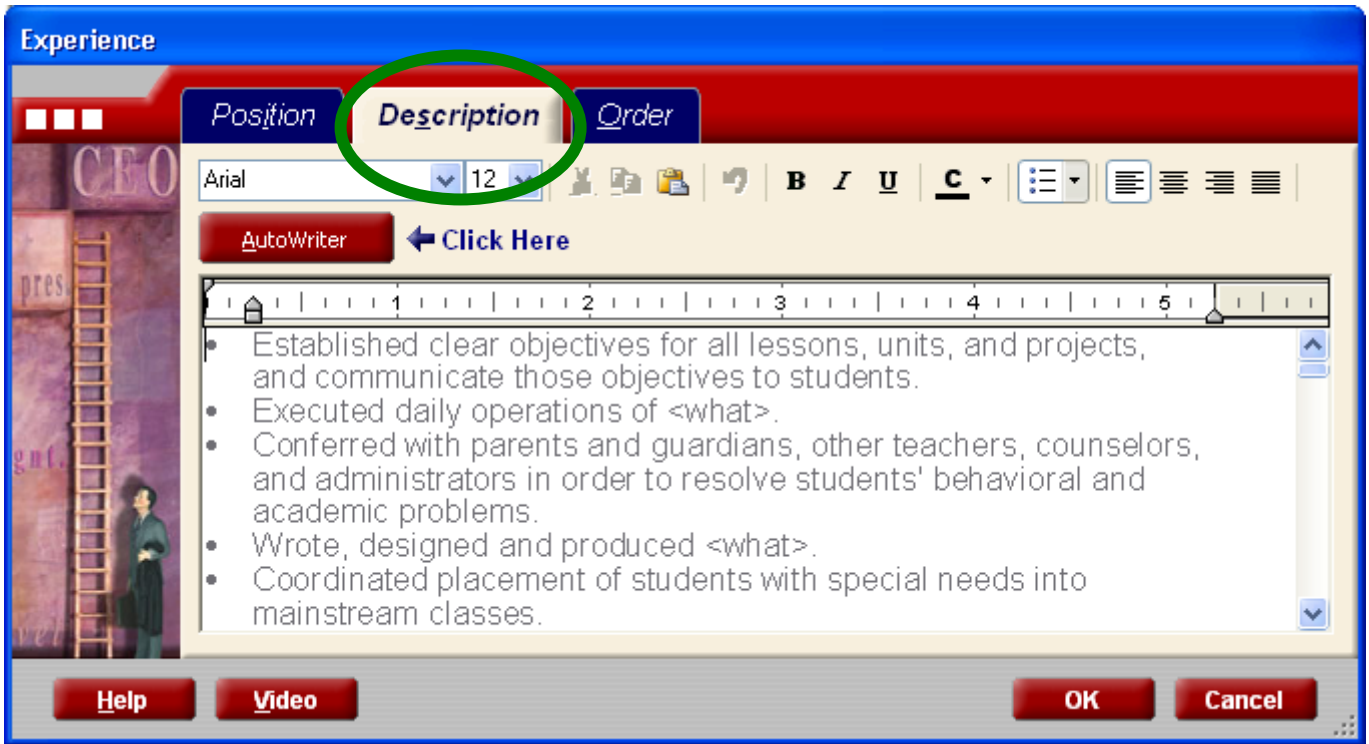
Your Employer	Employer City	Start Date to Present
Sales Clerk		
<ul style="list-style-type: none"> • Obtained and received merchandise, totaled bills, accepted payments and made change for customers in retail store. • Executed daily operations of <what>. • Stocked shelves, counters, and tables with merchandise. • Wrote, designed and produced <what>. • Set up advertising displays and arranged merchandise on counters and tables to promote sales. • Was instrumental in <what>. • Stamped, marked, and tagged price on merchandise. • Trained and managed <howmany> <what> and achieved significant improvements in their productivity. • Obtained merchandise requested by customers. • Trained <who> in <doing what>. • Received merchandise selected by customers. • Supervised and managed <what> for a <what kind of> firm. • Answered customers' questions concerning location, price and use of merchandise. • Supervised <howmany> employees, scheduled work hours, resolved conflicts, determined salaries. • Totaled price and tax on merchandise purchased by customers, using cash register, and calculator. • Successfully managed a <howmany>-person team <doing what>. • Accepted payments and made change. • Successfully handled <what>. • Wrapped and bagged merchandise for customers. • Structured and maintained a <what>. • Cleaned shelves, counters, and tables. • Spearheaded <what > efforts. • Removed and recorded amount of cash in register at end of shift. • Sold <what> to <whom>. • Calculated sales discount to determine price. • Served as <function> for <organization>, including <specific tasks>. • Kept record of sales, prepared inventory of stock, and ordered merchandise. • Restructured and improved <what>. 		

Education: Your School School Location
Your Degree

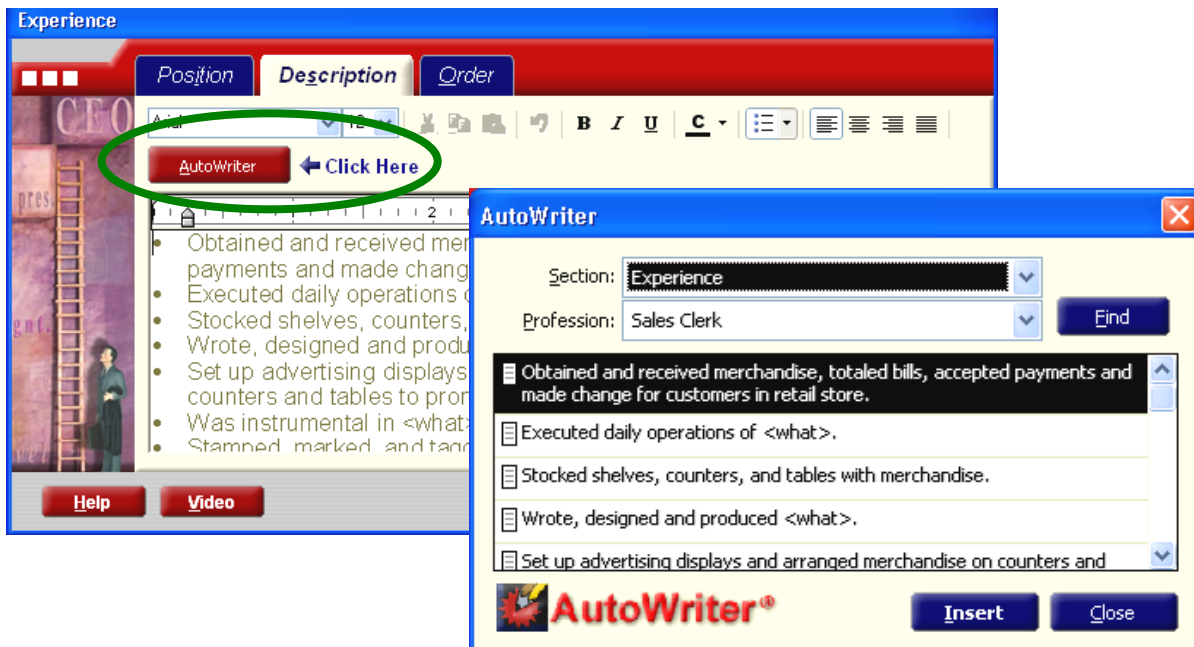
References: Available upon request

Double-click on the Experience section to edit. Notice that many of the items have <what>.

Click on **Description** to edit the Experience section. Delete items not needed. Add information to sentences that have <what> in them.



Use **AutoWriter** to add additional description if needed.



Save using the normal **File / Save as** to save a resume in the WinWay file format **.rsm**. This format can be opened and edited in WinWay. The file cannot be edited or read in any other program. Use **Send** to save in another file format.



Themes- use to change the look of the resume.

Tasks

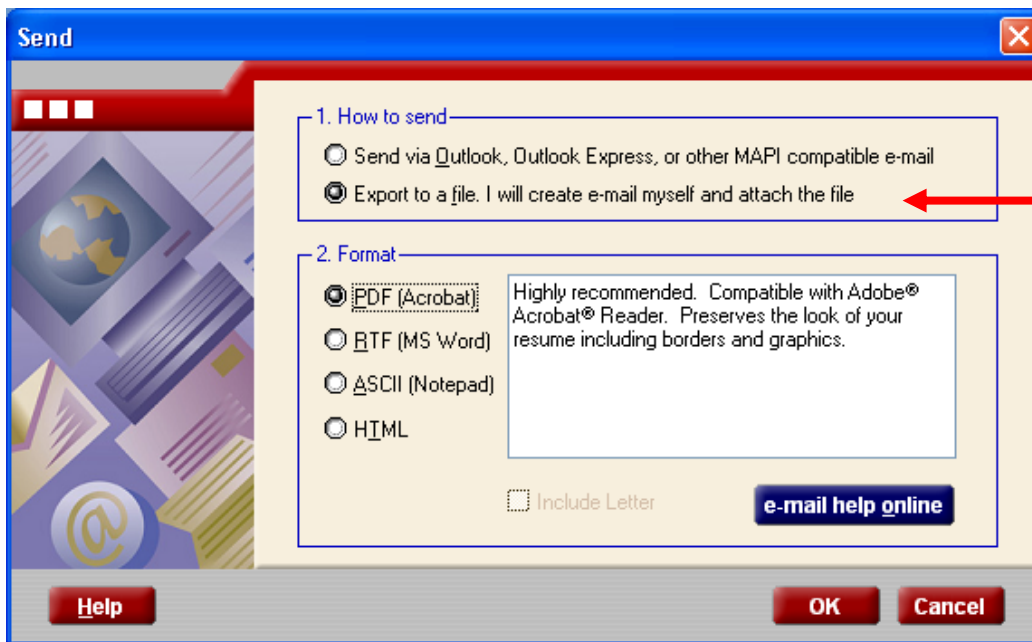
Use **Wizard** to open the Resume Wizard

Use **Auditor** to check for spelling and other types of mistakes.

Use **Format** to add color or graphics.

Use **Send** to create a file for your resume that can be opened by another program—choose **.pdf** or **.rtf** file formats. Using e-mail software, attach the file to a message.

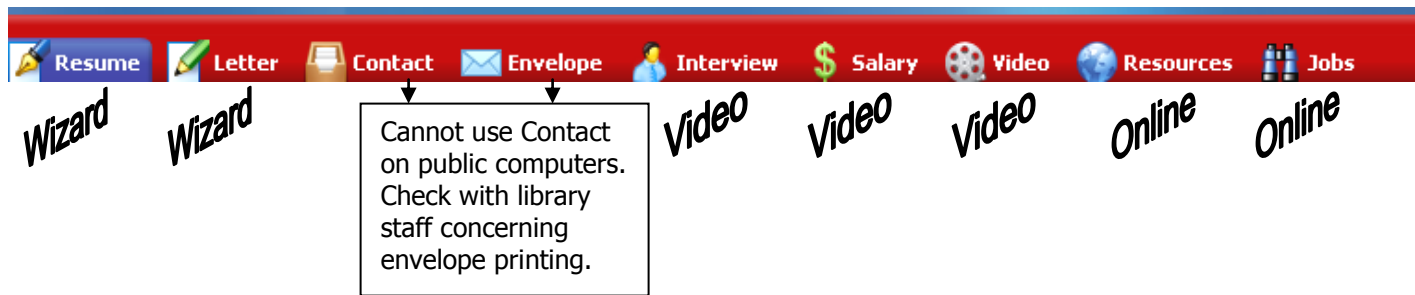
If you click on **Send**, you'll see the following screen.



Choose **Export to a file**

Note: **Send** does not save the resume in a form that can be edited by WinWay. Use **Send** to create a file that can be attached to an e-mail message. If you use **Send** and create an **.rtf** document, the resume can be edited in a word processing program

Other options in WinWay:



Resume – Resume wizard

Letter – Cover letter wizard

Contact – not available on public computers

Envelope – creates an envelope for cover letters and or resumes. Check with library staff to put envelopes in the library printer

Interview – video clip on how to prepare for a job interview

Salary – video clip on how to prepare for a salary negotiation

Video – video clip giving basic resume advice

Resources – links to many job oriented web sites

Jobs – searches web sites for jobs

A good place to look for jobs in Kansas is: www.kansasworks.com

To get assistance in finding a job, visit the **Topeka Workforce Center** which provides a single point of entry to a network of employment, training, and educational programs and providers in Jackson, Osage, Shawnee and Wabaunsee counties. Find more information at:

www.workforcecenters.com/topeka.

Topeka Workforce Center
1430 SW Topeka Blvd.
Topeka, KS 66612-1853

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