

# Build a Resume in InDesign

## Welcome to the Design Lab

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## Get Help with InDesign

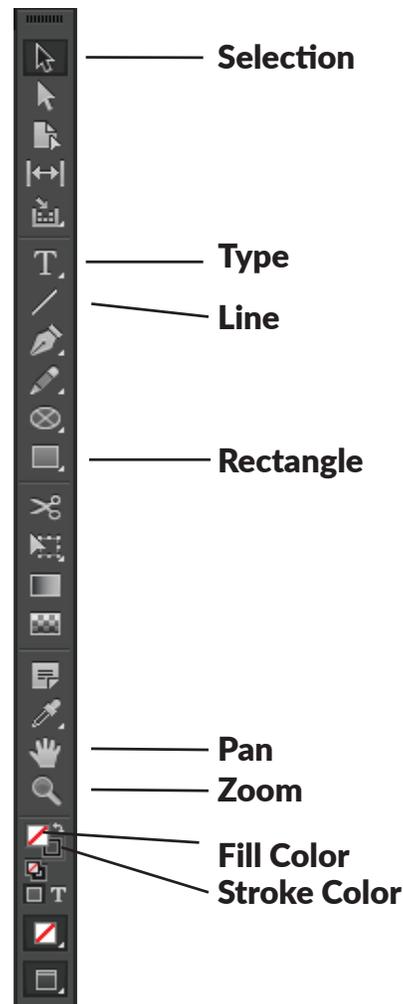
- Ask at the UL Research & Design Desk
- Lynda.com tutorials available through UNC subscription: <http://software.sites.unc.edu/lynda/>
- Sign up for a design consultation on our webpage [www.library.unc.edu/house/designlab](http://www.library.unc.edu/house/designlab)
- Sign up for the Design Lab's listserv to get email alerts for our programs: <https://goo.gl/bMH1N8>

## File Formats

INDD Editable InDesign file  
PDF Good for printing and sharing (preserves vector graphics)

Package your file (File>Package) to create a folder with all linked files and fonts. Best practice for sharing InDesign documents with another person or for storage.

## Tools We'll Use Today



## Keyboard Shortcuts

**\*\*Use Control on PCs, Command on Macs**

- Ctrl z Undo
- Ctrl + Zoom in
- Ctrl - Zoom out
- Ctrl c Copy
- Ctrl v Paste
- Ctrl a Select all
- Shift+Tab Right indent tab
- W Preview (without frames and guides)

# Build a Resume in InDesign

## Lesson Outline

Navigate to: [skillful.web.unc.edu](http://skillful.web.unc.edu) to download the files needed for this workshop

### Set up your document

1. Create new document. Print, size: 8.5" x 11". Bleed 0.125".
2. Add panels (go to Window in menu): Paragraph Styles

### Create master page

Use Pages panel to navigate to Master Page A.

3. Use Rectangle Tool to create light gray box. Create a new swatch for light gray (10% black).
4. Drag guidelines out from vertical ruler for 1/2" margins for columns.
5. Use Text Tool to create box your initials in top left corner. Style text (change font and size). Create swatch for coral color: 2, 74, 63, 1.
6. Create another text box for your name.
7. Go to File>Place and choose address.png. Click and drag to place.
8. Repeat for Phone. Create text boxes for address and phone number.

### Add content

1. Use Text Tool to create header "Education". Style text, with left indent to leave space for icon. Create paragraph style.
2. Place education.png. Resize and adjust header as necessary.
3. Create text box for education info. Use Right Indent Tab (shift+tab) to align dates to the right. Create paragraph style.
4. Repeat above process for Experience section.
5. Add page 2 in Pages panel. Create text box on page 2 and thread text from experience section.
6. Add Presentations and Service sections to small column.

### Add skills section

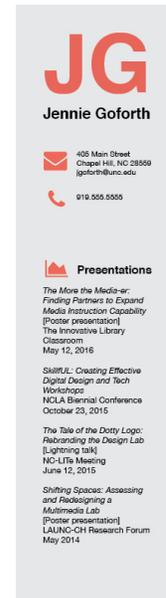
1. Create header.
2. Create text box for skills list.
3. Use Line Tool to drag out a line next to first skill. Copy and paste to create other lines (or use alt+drag to copy lines).
4. Open Window>Object>Align. Select all the lines and distribute vertical centers. Change color of lines to light gray.
5. With all lines selected, copy. Then go to Object>Lock.
6. Go to Edit>Paste in Place. Change color to coral. Use Selection Tool to adjust length of lines.

### Saving your document

Save as INDD

Export as PDF (print).

Save as package.



#### Education

Master of Science in Library Science  
University of North Carolina at Chapel Hill May 2010

Bachelor of Arts in Anthropology  
College of William and Mary May 2001

#### Experience

Research & Design Services Librarian July 2013-Present  
Undergraduate Library, University of North Carolina at Chapel Hill

- Shapes the provision of research and technology services geared toward the undergraduate population.
- Manage day-to-day activities of the Research Desk and Design Lab.
- Design and deliver instruction and individual consultations on information literacy, digital design, and web development projects.
- Collaborate with faculty to support course-integrated research and media assignments.
- Continually design, implement, and assess user-centered services.
- Supervise and mentor graduate student employees.

#### Web Librarian

August 2010-June 2013  
University Library, Appalachian State University

- Oversees website design, maintenance, and development.
- Coordinated ongoing usability assessment of the website.
- Provided technology instruction for library staff and faculty on web content creation and maintenance, emerging technologies, and instructional technology tools.
- Collaborated with the E-Learning Working Group to develop and maintain the library's subject guides and online learning modules.
- Collaborated with the E-Resources Librarian to maintain and improve seamless access to the library's vendor resources.

#### Reference Research Assistant

Sept 2009-May 2010  
University Libraries, University of North Carolina at Chapel Hill

- Designed and delivered information literacy instruction sessions for English composition classes.
- Provided research and technology support at service points in Davis Library and the Undergraduate Library.
- Created online learning modules, including subject guides and annotated tutorials.

#### Branch Library Research Assistant

Sept 2008-August 2009  
Chapin Planning Library, University of North Carolina at Chapel Hill

- Assisted in all areas of managing a branch library of the University Libraries at UNC.
- Edited and maintained the library's website, including a redesign of the site in Spring 2009.
- Managed a digitization project of master's papers, including assigning metadata and uploading files to a server.

#### Catalog Maintenance Specialist

Sept 2007-July 2008  
Davis Library, University of North Carolina at Chapel Hill

- Catalogued monographic library materials.
- Assisted the Authority Control Librarian in retrieving and correcting lists of cataloging errors from the ILS database.

#### Production Supervisor

Sept 2003-Aug 2007  
Penguin Group (USA), New York, NY

- Managed the production and manufacture of new and backlist titles for a major commercial book publisher.
- Generated profitability estimates for each title.

#### Skills

Photoshop  
Illustrator  
InDesign  
Premiere  
Camtasia  
WordPress  
HTML, CSS  
JavaScript