

Bonus Chapter

User Guide

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In this chapter:

- ▶ Installing the software
 - ▶ Understanding the user interface
 - ▶ Writing your resume
 - ▶ Drafting your cover letter
 - ▶ Printing or e-mailing your resume and cover letter
 - ▶ Using the Organizer to remember appointments
 - ▶ Getting help
-

You've just purchased a software program that is both accessible to everyone and easy to use. Welcome to Resumes and Cover Letters For Dummies. Thanks to its ergonomic design and intuitive interface, using the Resumes and Cover Letters For Dummies software is a snap. However, before you jump in with both feet, take the time to read this user guide carefully, in order to avoid mishandling the program and experiencing subsequent fits of frustration.

When you're looking for a job, the more aces you have up your sleeve, the better. Getting your foot in the door of your perspective employer begins with sending out an effective resume and cover letter. With Resumes and Cover Letters For Dummies, you'll be able to write

resumes and cover letters in a flash without any special knowledge and tailor them to your exact profile and requirements. In addition, Resumes and Cover Letters For Dummies incorporates various contact list management tools, saving you precious time, especially when it comes to e-mailing your documents.

Resume and Cover Letters For Dummies allows you to

- ✓ Write customized resumes
- ✓ Draft cover letters adapted to each particular situation
- ✓ Store and manage several documents and their different versions
- ✓ Manage contact lists
- ✓ Print your documents
- ✓ Send your resumes and/or cover letters by e-mail

Installation Instructions

Installing the software from the CD takes just minutes. After you install the Resumes and Cover Letters For Dummies software on your computer, you can run the program from the Start menu or from a desktop shortcut at any time. However, be sure to keep the CD in a handy place in case you need to install the software again sometime.

Minimum configuration

You need the following minimum requirements on your computer to use the Resumes and Cover Letters For Dummies software.

- ✓ Pentium(r) 100 Mhz or higher
- ✓ Microsoft Windows(r) 98, 2000, Me, XP
- ✓ 16 MB RAM
- ✓ 10 MB hard disk space
- ✓ Printer
- ✓ CD-ROM or DVD-ROM Drive

Installing the software

Insert the Resumes and Cover Letters For Dummies CD-ROM in your CD-ROM drive. Wait a moment for the program to begin. Then follow the installation steps that appear on-screen.

If installation does not launch automatically, complete the following steps for installation:

- 1. Click the Start button (located in the lower left corner of your Windows desktop).**
- 2. Click Run.**
- 3. Type the command D:Dummies in the window that appears.** If this command doesn't work, replace the letter D with the letter associated with your CD-ROM drive (E, F, and so on).
- 4. Click OK.** The Welcome screen appears.
- 5. Click Install to begin installing the software on your computer.**

Customer service

Should you encounter any difficulties in loading or using our software, we offer a comprehensive technical support service:

- ✓ **E-mail** (hotline.us@anuman-interactive.com): E-mail us with your problem, together with as much information as you can supply to aid a speedy response.
- ✓ **Web site** (www.anuman-interactive.com): Visit our Website to find information about all our software.



If this introductory user guide does not address all of your questions about the software, please consult the detailed Help files included in the software by clicking the ? button.









Getting Started

In the following sections, we give you an overview of the way the work screen is organized in Resumes and Cover Letters For Dummies. The workspace is divided into these three sections:

- ✓ Toolbar
- ✓ Side menu
- ✓ Display window

Toolbar

The toolbar is located at the top of the work screen and contains eight buttons, each with a specific function. Here, we show you each button with its corresponding function:

Button	What the Button Does
	Lets you create a new letter or resume template from scratch using the integrated editor.
	Helps you either create a resume or a cover letter, and leads you to the job-hunting advice module.
	Enables you to send e-mail with your resume and/or cover letter attached to any recipient in your Contact management list.
	Opens an organizer where you can schedule dates for sending specific documents and manage your appointments and interviews.
	Displays a window containing information on the software version that you're using.
	Goes straight to the Anuman Web site.
	Provides access to the electronic user guide.
	Lets you exit Resumes and Cover Letters For Dummies.

Menu bar

You'll notice several menus on the left side of the work screen. These menus are

- ✓ **Templates:** This menu, shown in Figure B-1, lets you choose from the different template directories in the Resumes and Cover Letters For Dummies library or the documents that you've previously created or modified (My Resumes and Letters).
- ✓ **Sender active:** This menu gives you access to the personal data about you and any other users.
- ✓ **Contact management:** This menu, shown in Figure B-2, enables you to manage any documents to be sent based on who the sender is (if there's more than one user) and recipients.
- ✓ **Template management:** This menu, shown in Figure B-3, lets you manage the letter or resume template selected.

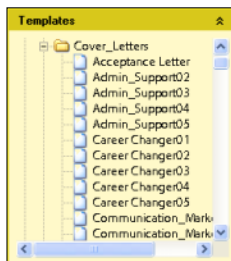


Figure B-1: The Templates menu includes both resumes and letters templates.

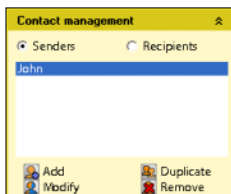


Figure B-2: Select a sender or recipient and sender's data automatically appears in the templates in the form of tags.

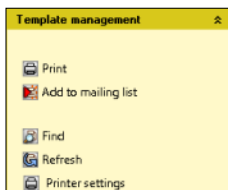


Figure B-3: Print the selected template or even search for any template using keywords.

Display window

The display window takes up the largest part of the screen and allows you to view the selected documents.



The first time you run *Resumes and Cover Letters For Dummies*, the program prompts you to fill in an entry. Check out the section titled “Managing Contacts” for how to fill out this information.

Creating Your Resume

The Resumes and Cover Letters For Dummies software gives you options for creating your resume. The simplest way to get up and running is to use the Wizard to create your resume and then allow the software to do the heavy lifting for you.

Down the road, however, you may find that you want more creative control over the look and feel of your resume. No problem! Resumes and Cover Letters For Dummies enables you to take complete control over the templates, editing them to your heart's desire.

Using the Wizard

One of the options available to you when you start the program is the Wizard that guides you through the process of creating your resume. To start the Wizard, just click the Create Your Resume button in the Welcome screen, as shown in Figure B-4.



Figure B-4: The Wizard provides easy access to the program's functions.



You can also start the Wizard at any time by clicking the Wizard button on the toolbar.

The Wizard allows you to automatically create your resume according to a template that you select. To create a custom resume with the help of the Wizard, just follow these steps.

- 1. Choose the type of resume that you want by checking the relevant box.**

Here are the different formats of resumes included in the Wizard, as shown in Figure B-5:

- **Reverse chronological:** This format cites your employment history, beginning with the most recent and working backward. This format shows dates as well as employers and educational institutions (college, vocational-technical schools, and career-oriented programs and courses). You accentuate a steady work history with a clear pattern of upward or lateral mobility.
- **Functional:** This format creates a resume of ability-focused topics — portable skills or functional areas. It ignores chronological order. In its purest form, the functional style omits dates, employers, and job titles. But, employers don't like it when you leave out the particulars, so contemporary functional resumes list employers, job titles, and sometimes even dates — but still downplay this information by briefly listing it at the bottom of the resume. The functional format is oriented toward what the job seeker *can* do for the employer instead of narrating history.

- **Hybrid:** A combination of reverse chronological and functional formats, the hybrid format satisfies demands for timelines as well as showcases your marketable skills and impressive accomplishments. Many people find the hybrid — or one of its offspring — to be the most attractive of all formats. Essentially, in a hybrid, a functional summary tops a reverse chronological presentation of dates, employers, and capsules of each position's duties.
- **Accomplishment:** Definitely not a boring read, an accomplishment format immediately moves your strongest marketing points to center stage, grabs the reader's interest, and doesn't let go. If you want a rhyme to remember: Use flash and dash to go for cash. A variation of the hybrid resume, the accomplishment format banners both qualifications *and* accomplishments. This is the format of choice for many executives — particularly in traditionally mobile industries, such as advertising, communications, and publishing.
- **Targeted:** A targeted format, tailored to a given job, is VIP (very important person) treatment. Targeting is persuasive because everyone likes to be given the VIP treatment. The targeted style is written to match point-for-point a specific job offered by a specific employer.

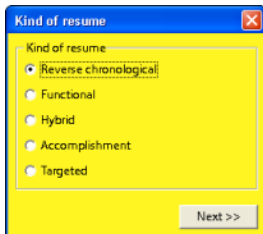


Figure B-5: There are 5 basic types of resumes in the Wizard.

- 2. After choosing one of the five options, click the Next button.**

The Sender window appears. To return to the previous window at any time and change your choices, click the Back button.

- 3. Enter your personal contact information in the Sender window just as you want it to appear on your resume and then click the Next button.**

The Sender window appears when the software starts, and that's a great time to fill in your information. If you already filled in your personal information, simply ensure that the information is correct before clicking Next.

- 4. In the Profile window, click the + sign to the left of Position in the Profile window's tree structure and then select Default.**

Text boxes appear for Title and Objective on the right side of the screen, as shown in Figure B-6.

5. Fill in the name of the job you're applying for in the Title box.

The job title will be prominently displayed as the eye catcher for your resume. An example of a job title is Assistant Retail Manager.

6. In the Objective box, enter the objectives of your job search.

An example objective is "Position as assistant retail manager using my eight years of experience in retail, technical sales, and software."

7. Click the + sign to the left of Experience in the Profile window's tree structure and then select Default.

Text boxes appear for time period, company, function, mission, achievements, competencies, and assets.

The screenshot shows a software window titled "Profile" with a blue title bar and a yellow background. On the left is a tree view with the following items: Position (Default), Experience (Default), Education (Default), Data processing (Default), Languages (Default), and Interests (Default). The "Experience" item is selected. On the right is a form with the following fields: "Job Title" containing "Assistant Retail Manager", "Objective" containing "Use my eight years of experience in retail", "Summary of skills" (an empty text area), and "Number of years experience" (an empty text box). At the bottom, there is a message: "Please enter your profile details which will appear in the resume". To the right of this message are four buttons: "Add", "Remove", "Next section", and "Create". A "<< Back" button is also present.

Figure B-6: The Profile window allows you to fill in information specific to the job for which you're applying.

8. Fill in information that describes your work experience in the applicable text boxes.

If you're working in the Reverse Chronological resume template, enter all dates, such as July 2001 to October 2003.

9. If you have more work experience for your resume, click the Add button and then click the new Default entry that appears under Experience.

10. Repeat Steps 7 and 8 until you input all your experience.

11. Select the remaining sections of the resume in the tree structure in the same way and add the rest of your information.



You can navigate from one section to the next by clicking Next section.

You can also edit information on the Profile page, as follows:

- ✓ **Delete part of a section, such as a particular professional experience:** Click on the section in the tree structure on the left to select it and then click the Remove button.
- ✓ **Change information in a particular section:** Click it and change the information directly in the fields displayed on the right and then move on to any other sections you want to change.

After you fill in all the sections in the Profile window, click Create to automatically create your resume. You're then taken to the software's main screen, where you can see your resume on the right, completely filled in with the chosen layout!

If you want to change your resume by adding any missing information, click the template in the main screen to open your resume in the word processor.

If you want to change your resume's layout, click the Wizard button in the browser bar, reopen Create Your Resume, and change the template selected. All the information is saved, so simply click Next in the successive windows and then click Create to display your new resume.

To add your resume directly to your mailing list, click Add to Mailing List in the Contact management window.



Here are some useful things to know about the Resumes and Cover Letters For Dummies software:

- ✓ As soon as you enter details in the fields of the Profile screen, the information is automatically saved, even if you accidentally click on another section or button.
- ✓ A confirmation message appears if you click Remove to delete specific information.
- ✓ If a section isn't part of a specific template, that section isn't displayed, even if you've already entered the information. For example, although both the Job Title and Objective fields appear in the first section (Position), the two are rarely shown together in the same resume.
- ✓ Not every resume template uses the same sections; but all sections of the Profile window are ultimately used in one template or another, which is why filling them all in is a good idea.

Customizing a template

One of the major advantages of Resumes and Cover Letters For Dummies is that you can choose from dozens of templates divided into countless professional categories.

Each template is unique in its layout and content. Browse through the templates, and you're bound to come across the ideal presentation and layout to meet your needs.

After you choose a suitable template, you can change it to your heart's content.

Creating Your Profile

You need to enter various elements to customize your profile. If you haven't created a profile with the Wizard, you can do so by following the next set of steps. The information you enter in the Profile window appears automatically in the templates of resumes and cover letters, which simplifies the process.

- 1. Click the double arrow on the Sender Active menu to expand it, if necessary, and then click the Profile link.**

In the Profile window that appears, you can enter all the elements making up the active sender's profile: position, experience, education, data processing, languages, interests.

- 2. Click the + of the tree structure of the Profile window of the resume section you want to define or change to expand it, if necessary.**
- 3. Select the Default element that you want to change or define by clicking it.**

- 4. Enter your information in all the fields.**
- 5. Click the Add button to put more details in each section of your profile.**

For more details about creating a profile, check out the previous section, "Using the Wizard."

If you want to delete a section from your profile, click to select it and then click the Remove button.

After you define the first sender, any time you click on a different sender in the Contact Management menu, he or she will be defined as Sender Active and the corresponding profile will automatically replace the predefined templates.

Saving your profile as the active sender

Before you can save your profile as the active sender, you have to fill in the personal entry form that opens when you first run the software. If you haven't filled in the information yet or if you want to change the information, proceed as follows.

- 1. Click the double arrow of the Contact Management menu if the menu isn't already visible.**
- 2. Select the Senders option and then click Add to display the personal information window.**
- 3. Fill in the different fields for your contact details.**
- 4. Click OK after you finish.**

Tags show up in your resume or cover letter representing your information, as shown in Figure B-7.

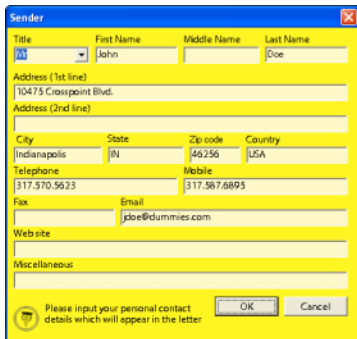


Figure B-7: The information you enter in the fields appears in your resumes and cover letters in the form of tags.



You can change this entry at any time or create another form for either yourself or someone else.

After you finish your entry, some of your contact details appear in the Sender Active list.

Using the integrated text editor for a resume

You can customize your resume even more. To do so, Resumes and Cover Letters For Dummies comes complete with a particularly effective, easy-to-use text editor.

1. **Select a resume template in the Templates menu.**
2. **Click the resume's contents to display them in a new window (the text editor).**

The text editor, as shown in Figure B-8, works in a way similar to traditional word processors, such as Microsoft Word.

3. **Make all the changes you want by using the editor.**
4. **After you finish with your changes, close the window.**

The software asks you if you want to save the changes to the letter or resume. If so, click Yes.

5. **The software automatically takes you back to the previously chosen letter or resume template.**

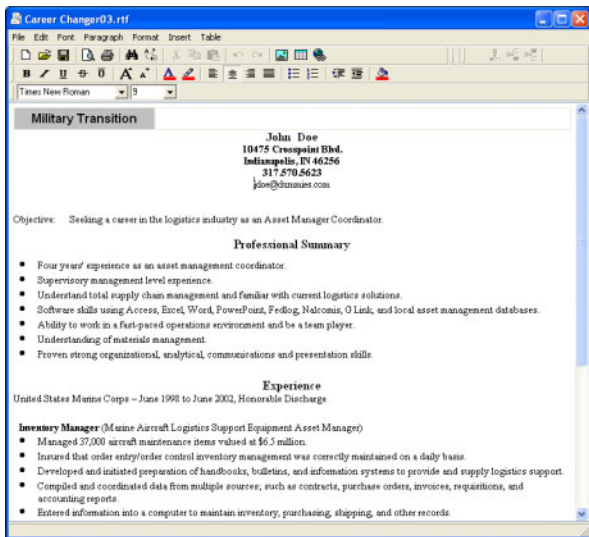


Figure B-8: The text editor enables you to personalize the layout of your resume.

You may have noticed that the template hasn't changed and doesn't show the changes you made with the text editor. When you modify a template, the template is automatically saved in the My Resumes and Letters section of the Templates folder. (You can find this at the bottom of the Templates menu tree structure.)

To display the template you just changed in My Resumes and Letters, you need to refresh the templates. Here's how.

- 1. Click the Refresh button in the Template Management menu.**
- 2. Return to Templates/My Resumes and Letters to find your modified resume.**
- 3. To delete a resume template, select the template in My Resumes and Letters and then click the Remove button in the Template Management menu.**

Drafting a Cover Letter

A good cover letter can be the difference between getting an interview and having your resume filed in the round file. The Resumes and Cover Letters For Dummies software gives you the option of using the Wizard or modifying an existing template to suit your needs.

Using the Wizard

The Resumes and Cover Letters For Dummies Wizard enables you to automatically create, save, customize, and address a cover letter according to the information you enter.

To start working on your cover letter, just click the Create Your Letter button. Then follow these steps:

1. **In the Sender window that appears, enter your personal contact information as you want it to appear on your letter. When you're satisfied, click the Next button to continue.**

Or, if you already entered your information at a previous time, you can simply check the information and click the Next button.

The Recipient window appears, as shown in Figure B-9, where you enter the contact details of the person intended to receive your cover letter.

Anytime you want to change information in the previous window, click the Back button.



Company		Identity / Department	
Wiley		Marketing	
Address (1st line)			
10475 Crosspoint Blvd.			
Address (2nd line)			
City	State	Zip code	Country
Indianapolis	IN	46256	USA
Telephone		Mobile	
Fax	Email		
	jmarketing@wiley.com		
Web site			
Miscellaneous			
Please enter personal recipient detail which will appear in the letter			
<< Back		Next >>	

Figure B-9: The information you enter in the Recipient window will appear in the Contact management menu under the Recipients.

2. Fill in all the required information in the Recipient window and then click the Next button.

The Create Your Letter window appears, as shown in Figure B-10.



Figure B-10: In the Create Your Letter window, just add your own text, which you can change in the text editor afterwards.

3. Choose the appropriate wording to start your letter from the drop-down list at the top of the window.

The name of the letter’s recipient is automatically added to the letter according to the details entered in the Recipient window. For example, if you choose “Dear Ms” from the drop-down list and the recipient is called Walters, the letter will start with Dear Ms Walters.

4. Enter the contents of your letter in the Body field.



For guidance on writing your letter, refer to the section called Cover Letters in the advice module included in the Wizard and/or check out the numerous templates and their comments included in the software.

5. Choose an ending for your letter from the drop-down list at the bottom of the window.

Your letter is automatically signed with the last name and first name that you indicated in the Sender window.

6. Click the Create button to access the software's main window.

Your newly created cover letter appears on the right side of the screen.

To add your letter directly to your mailing list, click Add to Mailing List in the Template Management menu.

If you want to edit your cover letter, simply click the template on the main screen to open it in the word processor.

You can also copy your cover letter directly to the Message field in the Mailing List window if it has been written as a Direct e-mail or a Networking Letter. See the section called “Sending your letter and resume by e-mail” to find out more about the Mailing List window.

Modifying an existing template

If the cover letters in the Resumes and Cover Letters For Dummies software don't meet *all* your needs, you can modify one of the many available templates to suit your requirements.

Finding the cover template

You can find a cover letter template to edit in the same folder with the resume templates to edit. Simply browse through the Letters section of the Templates folder within the Templates menu. You can also use the search engine.

Using the search engine

If you're looking for a particular type of letter or resume, you can use the search engine. You can access the search engine by clicking the Find icon in the Template Management menu.

The Find window, as shown in Figure B-11, appears and enables you to enter any key word to find a template matching your needs. Click the Find button and the engine will list all templates matching your search. Click any template to highlight the template in the Templates menu.

Applying template fields

The fields that you define in the active sender profile, as explained in the section titled "Creating Your Profile," earlier in this chapter, apply automatically to the letter templates. Therefore, after you select the sender in the Contact Management section and define your profile information, the program automatically displays the corresponding contact details in all the software's letter templates.

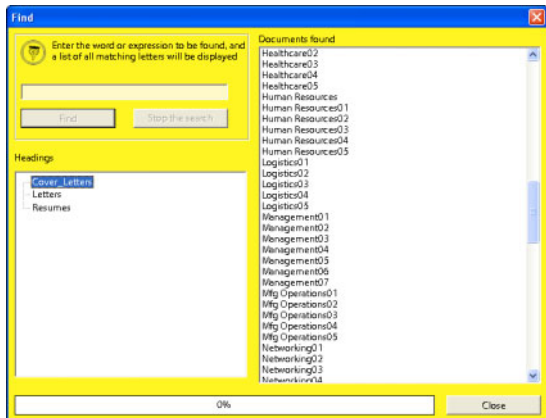


Figure B-11: Using the search engine helps you find the appropriate template easily.

Using the integrated text editor for cover letters

You can customize letter templates by using the integrated text editor. The text editor works much like Microsoft Word. For further details, refer to the section titled “Using the integrated text editor for a resume,” earlier in this chapter.

If you want to create a new template, you can start the editor by clicking directly on the New button in the Toolbar.

The program then displays a window containing a blank Word-type document where you can freely compose the letter of your choice. Letters are saved in My Resumes and Cover Letters.

Managing Contacts

One of the neat features of the Resumes and Cover Letters For Dummies software is the ease with which you can add, manage, change, and save your contact information and the contact information of the people to whom you are sending your resumes and cover letters.

The key to accessing these great features lies in the Contact Management menu.

The Contact Management menu provides you with two contact options: one for senders and another for recipients. Both options work in the same way.

If you entered your details the first time you ran the program, your first and last name appear in the Senders section. You can see all of the sender's contact details, which are automatically added to letters, in the Sender Active menu.

To edit a sender's information (such as the phone number), follow these steps:

- 1. Click the sender's name in the field below Senders.**
- 2. Click the Modify button beneath the name list.**
The program displays the Senders window.
- 3. Make the necessary changes and then click OK.**

Other simple changes that you can make to senders include the following:

- ✓ To delete a sender, click the Remove button.
- ✓ To create a new sender, click the Add button.
- ✓ To create an identical copy of the contact entry, click the Duplicate button.



The option to create an identical copy of a sender is extremely practical, because you can create different profiles according to the jobs you're applying for, without entering all of your profile details again.

The Recipients option works like the Sender option, with the exception that you can't copy a recipient. Adding a new recipient is simple:

- 1. Select the Recipients option in the Contact Management menu.**
- 2. Click Add to create a contact entry.**
The Recipient dialog box appears.
- 3. Enter the recipient's information in the applicable boxes.**
- 4. After you finish, click OK.**

Printing Your Letter and Resume

After you create your resume, you're ready to print it. Printing your resume couldn't be easier. Just follow these steps:

1. **Select your letter or resume by clicking it within the Templates tree structure in the Templates menu.**
2. **Click the Print button in the Template management section.**

The software displays the Printer Settings window.

3. **Make any necessary adjustments to the printer settings.**

You can change the paper size in this section, for example.

4. **Click the Print button to print your letter.**

Sending your letter and resume by e-mail

E-mailing resumes is becoming more and more accepted in the business world, and this mode of delivery can save you money as well. To send your letter or resume by e-mail, just follow these steps:

1. **Click the Add to Mailing List button.**
2. **Click the Mailing List button in the toolbar to display the Mailing List window, as shown in Figure B-12.**

Your selected letter is automatically added as an attachment. You can check the letters attached in the Attachments section at the bottom of the window.



Figure B-12: Using the Mailing list option enables you to send letters and resumes to multiple recipients easily.

3. Select a recipient from the list in the recipient field.

The software displays the corresponding e-mail address in the Email Address field.

You can't enter an address manually; it has to be entered when filling in the recipient's contact details.

4. Click the Recipient button again to add an additional recipient.

You can send your e-mail to as many recipients as you like.



5. **Fill in the subject line and enter the message text.**
6. **Click the Send button to e-mail your letter.**

A message asks you to confirm; simply click Send.

Using the Organizer

The Organizer feature lets you manage your job search, especially your impending interviews, important dates, and so on. To start the Organizer, simply click the Organizer button on the Toolbar.

The Organizer is simple to use:

- ✓ The month is surrounded by two scroll buttons, which enable you to scroll through the months.
- ✓ The left side of the Organizer displays the current month's calendar. If you wish to select a specific day, simply click on it.
- ✓ The right side of the Organizer is for entering notes (interviews, deadlines for applications, and so on).



The program automatically saves the notes, which are displayed whenever the day in question is selected. But clicking the Save button after you type out a note is still a good idea.

Similarly, if you want to delete the notes, click the Delete button.

The minimize button is extremely useful: it gives you access to your organizer by creating an icon in the Windows system tray (where the clock and sound controls are). That way, you can access your personal organizer, even when you're not using the software.

You can also set an alarm to remind you of an appointment on the appropriate day. Simply select the Alarm option after you write and save your notes. On the day in question, your organizer reminds you that you entered notes for that particular day, even if you're not using the program.

Good Advice for Job-Hunting

Resumes and Cover Letters For Dummies comes with a module that helps you get advice about writing your resume, interviewing, and job-hunting. To run the Advice module, click the Good Advice for Job-Hunting button in the Wizard window.

After the welcoming animation, you see the main screen — a goldmine of tips and advice, as shown in Figure B-13.

In the menu bar, choose the section that you want to check out first (Applications or Job Search) by clicking the corresponding button.



Figure B-13: That module is full of useful advice for both your letters and resumes.

The various topics within the subject that you choose then appear on the left. Click the topic that interests you. Within that topic, you can

- **Go straight to a particular paragraph:** The subject's contents are shown at the top of the page; click the required title if you wish to go straight to the corresponding paragraph.
- **Print the current section:** To print the current section, click the Print button.
- **Exit the module:** To exit the module and return to the Wizard, click the cross at the bottom right corner of the window.



Additional tips on several templates are included in the Templates menu. You find them by selecting Commented Letters or Resumes — comments are under the template on the main screen and help you create standout resumes and letters.