WinWay® Resume Deluxe

WinWay Resume Deluxe is the easiest and most complete job winning system. It helps you write your resume, track your contacts, write your letters, search for job opportunities, and even prepares you for the interview.

This Quick Reference Card provides basic information to introduce you to the product. For additional information, click on **Help** in the program's main menu.

Launching the Program

To launch the program, double-click on the WinWay Resume Deluxe icon on the desktop. If the icon is not available, launch the program from the Start menu…

➔ **Start > Programs/All Programs > WinWay Resume Deluxe > WinWay Resume Deluxe.**

Creating a Resume

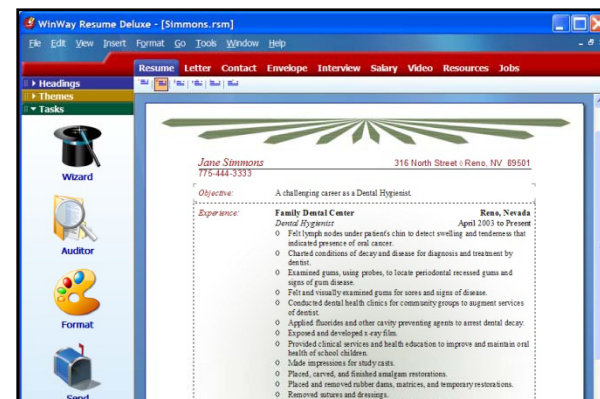Use the Resume Wizard to guide you through the resume creation process…

➔ From the Welcome Screen, select **Create a New Resume.**

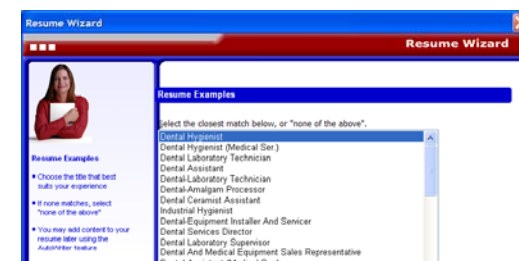➔ From the main screen, select the **Resume** tab, then click the **Wizard** icon.

Steps for Using the Resume Wizard…

1. Enter a job title and keywords that describe the job you are looking for.
2. Select a resume example that best matches your education and experience.
3. Select *Continue creating this resume*, then click Next >.
4. Enter your name, address, and contact information.
5. Select the level of emphasis appropriate for you: Recent Graduate to Manager/Executive.
6. Select the type of resume that you would like to create: Chronological/Functional/Combination.
7. Select options to include an Objective and/or Summary within the resume.
8. Select additional categories, such as foreign languages and professional affiliations.
9. Add a Jobs list. This creates the Experience section of your resume.
10. Add a Schools list. This creates the Education section of your resume.

 * Refer to Page 2 of this Quick Reference Card to learn how to customize your resume and cover letter.

Creating Cover Letters and Envelopes

Click the **Letter** tab to begin creating a cover letter. You can edit the default letter that appears in the work area, or click the **Examples** button to select an example letter that matches your profession or career situation. For envelopes, click the **Envelope** tab and double-click to edit the address fields.

Create resumes, cover letters, and envelopes…

Wizards guide you through the resume creation process
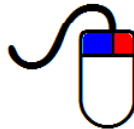
www.winway.com

WinWay®

Customizing Resumes and Letters

Using the left and right mouse buttons, do the following to edit any section of your document:

Double-Click – to open the main editing dialog for the section.

Right-Click – to open the context menu and access editing and formatting options, such as bullets, borders, images, and fonts.

Double-Click   **Right-Click**

AutoWriter
AutoWriter makes it simple to insert proven, effective phrases that will increase your chances of winning a job.

Steps for Using the AutoWriter:

AutoWriter

1. Double-click a section within your resume or letter.
2. If the AutoWriter button is not present in the dialog that displays, click on the Description tab.
3. Ensure that your cursor is at the position where you want to insert a phrase, then click the **AutoWriter®** button. A list of phrases relevant to your profession displays.
4. Select a phrase from the list, then click the **Insert** button. Repeat as needed to insert multiple phrases.
5. Edit the phrases as needed. Note that all words contained in **<brackets>** must be customized with your own personal information.
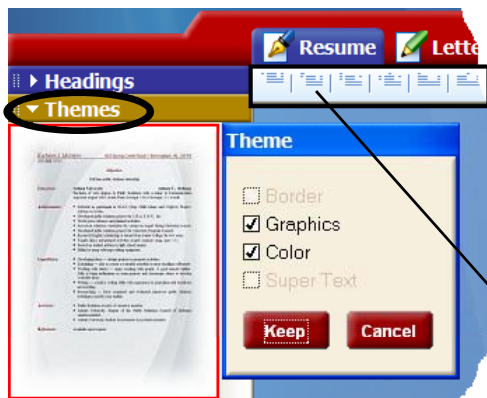
Themes and Styles
Click the **Themes** tab to view the list of themes. Click to select and preview a theme, then click **Keep** to apply the theme.

To apply styles, click on any section of your document, then click the style buttons to apply any style to your document.

Style Buttons

Checking for Errors
➔ Select **Tools > Spell Check** to launch the Spell Check tool.
➔ Select **Tools > Resume Auditor** to launch the Resume Auditor. Alternately, select the **Resume** tab and click on the **Auditor** icon.

Sending Your Resume
➔ Select **File > Print…** to print your documents.
➔ Select **File > Send…** to deliver your documents via e-mail, or to export the documents to other file formats…

PDF - Adobe Acrobat Portable Document Format (PDF) file. PDF files are commonly used because they maintain the original formatting and provide high-quality printing.

RTF - Rich Text Format file. RTF files provide basic formatting compatibility for Microsoft® Word® and other word processing applications. It preserves the document structure and fonts.

ASCII / Text - Standard text file. This format can be read by any program, but it does not provide any formatting options. This format is sometimes used for posting resumes to web sites.

HTML - Hypertext Markup Language file. This option creates a web page document that can be viewed in any Internet browser.

Finding Jobs
➔ Select the **Jobs** tab**,** then click **OK**.
➔ Select your **State**, then type in the Job **Title** or **Keywords** that match the position you are seeking.
➔ Click the **Search** button. The application searches a number of job posting web sites and displays a consolidated list of results.

Learning More
➔ Click the **Interview**, **Salary**, and **Video** tabs to learn techniques for resume preparation, interviewing, and salary negotiation.
➔ Click the **Help** menu or buttons for detailed product information.
➔ Contact WinWay technical support for further assistance:
   • From within the application: **Help > Online Support**
   • From your web browser: **http://www.winway.com**