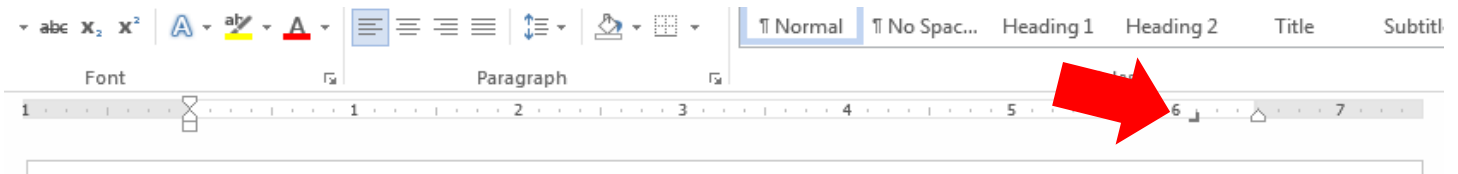
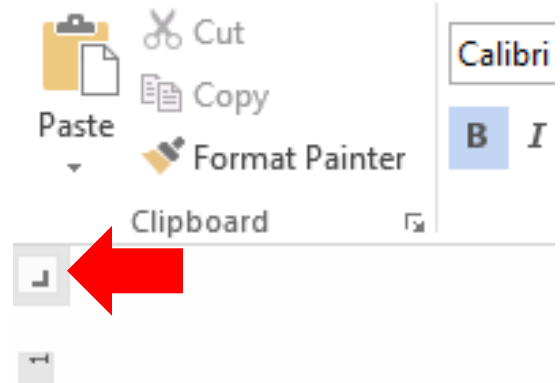


Kathy's Top Resume Formatting Tip

How do I align the left and right sides of the page without using the "tab" and "space" keys so much?

Creating a tab is a relatively easy process and will help align information on both sides of the page. Here's how it works:

1. In the left hand corner of the page, you will notice a small box with a symbol in it.
2. Click on this box until the symbol shown looks like a backwards "L"
3. Then, click on the ruler that runs across the top of the page. The backwards L will appear here and you can drag it to the right until it aligns with your page margins.



4. Now, when you press the "tab" key on your keyboard, it will take you to the right side of your page and align your text for you. It will look something like this:

