

Career Opportunities

Tech Tips: Get A Job And Make A Great First Impression

(NAPSA)—Landing a job can be tough. Every profession requires specific qualifications, and more and more employers seek skilled graduates who are proficient in software programs such as Microsoft Office. Microsoft has compiled the following tips for using Office to help manage a job hunt. Once on the job, employees can use these tips to help them shine.

Jump-Start Your Resume

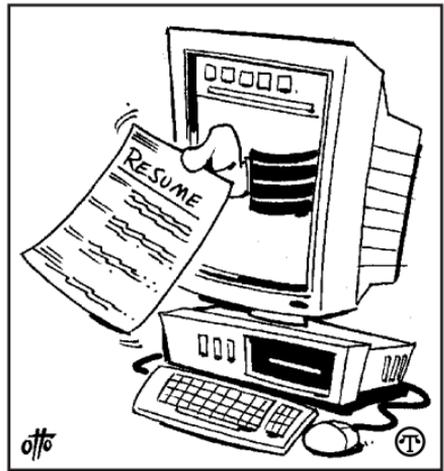
If you use Microsoft Word to create your resume, you can get a jump-start with the dozens of resume and cover letter templates available on the Microsoft Tools Web site. Go to <http://officeup.date.microsoft.com/template/gallery/>, click on the template you want to use and personalize it with your information. After your interview, return to the Template Gallery for templates for a follow-up letter. The site also features templates for business plans, accounting spreadsheets and more. Use them to make a splash at your first meeting or when drafting your first report.

Get a Second Opinion

Microsoft Word, Excel and PowerPoint offer a new electronic editing tool called Send for Review, which makes it easy to send your resume by e-mail to a professor, mentor or friend for their input. The Send for Review feature streamlines the feedback process by automatically merging all changes into the original and gives the author full control over which comments and revisions to accept or reject. Color-coded changes make the edits easily visible, while new “mark-up balloons” identify each reviewer’s changes or comments without obscuring the original document.

Send an E-Resume

These days, within 24 hours of posting job openings on the Internet, employers often receive hundreds of resumes by e-mail. Don’t



Computer software may help ease your way through the hard task of landing a job.

get left behind by sending yours via “snail mail.” Send your documents via Microsoft Outlook as a Word attachment, or in the body of the e-mail message using plain text or HTML, as the employer prefers. Using the rich formatting tools in Outlook and Word, you can make your resume stand out from the pile by adding images, color and style.

Power Up Your Portfolio

Microsoft PowerPoint is an easy-to-use tool for displaying your portfolio in a compelling way. PowerPoint can make your work easy to read and professional-looking, and will demonstrate your great technical and presentation skills. You also can download Producer for PowerPoint (<http://www.microsoft.com/office/powerpoint/producer>) as a free add-on to narrate the slides with video and/or audio, and then automatically post your presentation to the Web. This is especially handy if you’re applying for a broadcasting or advertising position.

For more tricks and tips on using technology to help you get a job and make a great first impression, go to <http://office.microsoft.com/assistance/2002/articles/otipsforjobhunt.aspx>.