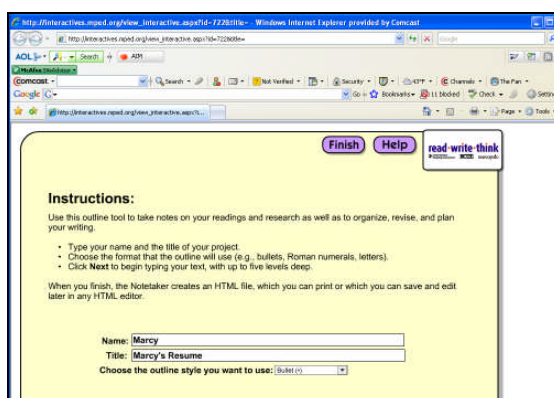


Using ReadWriteThink Notetaker to Draft Resumes

Organize and build the content of your resume by writing bulleted action items within each major section. ReadWriteThink's Notetaker feature can help you with your process on the computer. Once you have finished typing the various sections of your resume, print them so you can share with your professional writing group during the class peer review.

1. Open the ReadWriteThink Notetaker bookmark in your Internet browser.
2. Follow the instructions on *Notetaker* for creating your resume draft. First, you will type in your name and the word "Resume." You will also need to select a type of outline you would like to use. For this assignment, choose bullet style. Click NEXT.



The screenshot shows the ReadWriteThink Notetaker interface in a browser window. The page has a yellow background and contains the following text:

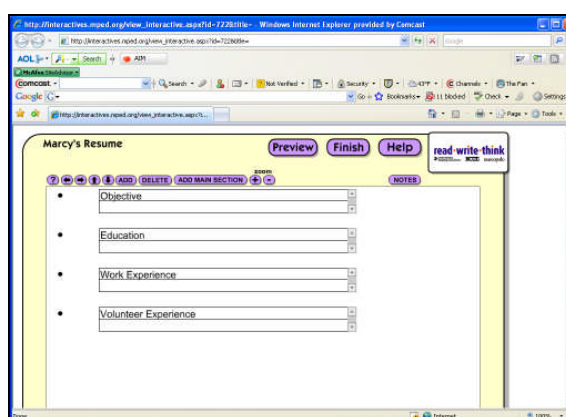
Instructions:
Use this outline tool to take notes on your readings and research as well as to organize, revise, and plan your writing.

- Type your name and the title of your project.
- Choose the format that the outline will use (e.g. bullets, Roman numerals, letters).
- Click Next to begin typing your text, with up to five levels deep.

When you finish, the Notetaker creates an HTML file, which you can print or which you can save and edit later in any HTML editor.

Form fields:
Name:
Title:
Choose the outline style you want to use:

3. Follow the Tutorial to learn how to create your resume draft outline in Notetaker.
4. When creating your resume draft, you must first click "Add New Section." Type in your information and hit the ENTER button on your keyboard to add more information. Each time you want to create a new section of information, you need to click "Add New Section."



The screenshot shows the ReadWriteThink Notetaker interface in a browser window, displaying the resume draft outline. The page has a yellow background and contains the following text:

Marcy's Resume

Buttons:

Navigation:

Form fields:

- Objective
- Education
- Work Experience
- Volunteer Experience

5. Once you're finished with your draft, click "Print." You cannot save work in this interactive tool, so be sure to print your work before the end of the class session.