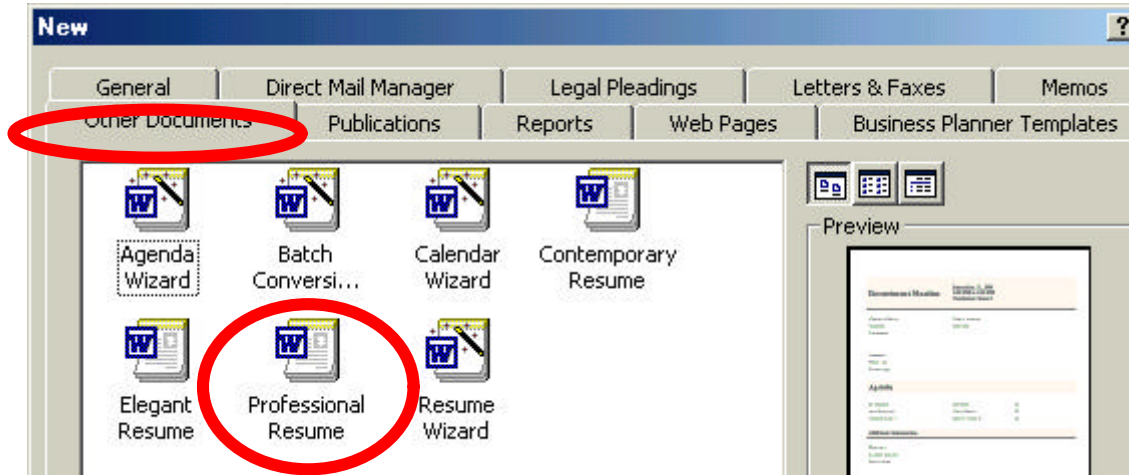


Microsoft Word Résumé Template

1. Start Microsoft Word
2. Go to the FILE menu, choose NEW.



3. Choose the desired resume template.
4. Select the name at the top and type *your* name *right over* the old name. **Don't delete** the old name first, **just type right over it.**
5. The template is a “table” with rows and columns. If you cannot see the gray cell borders – go to the TABLE menu and choose SHOW GRIDLINES. Use the “table” commands.
6. To change other lines, first **select** the line, then **type right over it.**

Use (or change) these categories:

OBJECTIVE: what job/career you want to have.

EXPERIENCE: list one job. Delete 2 or 3 of the extra rows.

EDUCATION: list your junior high and high school and the dates, etc.

INTERESTS: change the word “INTERESTS” to “SKILLS”, and list skills from your worksheet. Use a **bullet list** to list your skills and abilities.

ACCOMPLISHMENTS: list some of your accomplishments, awards, honors, certificates

PERSONAL TRAITS: list some personal traits from your worksheet

Spell Check very carefully.

To use the full page and to give your page a better appearance, center it vertically on the page. FILE—PAGE SETUP—LAYOUT—VERTICAL ALIGNMENT—CENTER