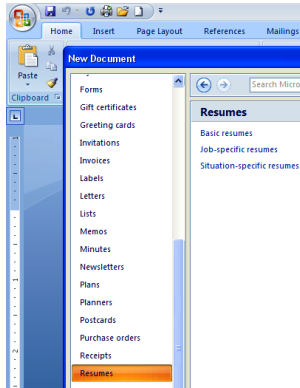


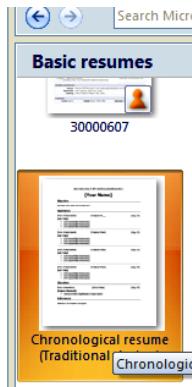
Creating a Resume in Microsoft Word 2007



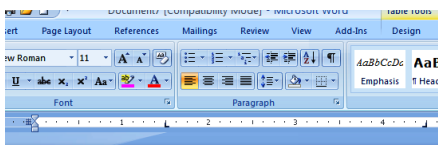
- ❖ Double-click the Microsoft® Office Word icon to start the program.



- ❖ Click on the Office Button, New to view templates that will help you create your resume.

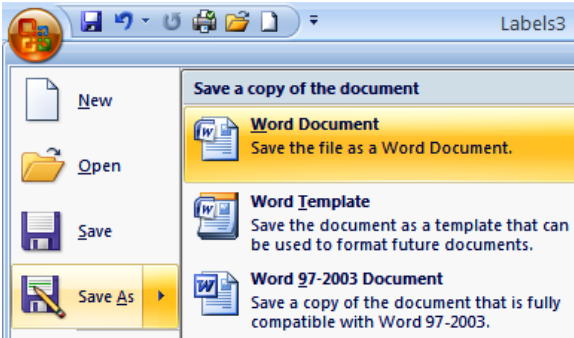


- ❖ Under Templates, click on Resumes.
- ❖ There are a number of resumes from which you may choose including those that are designed to fit specific jobs and situations. This help sheet will lead you through creating a basic chronological resume, but you may substitute another resume style.
- ❖ In the Resumes box, choose Basic resumes.
- ❖ Choose Chronological Resume (Traditional Design).
- ❖ Click on Download.

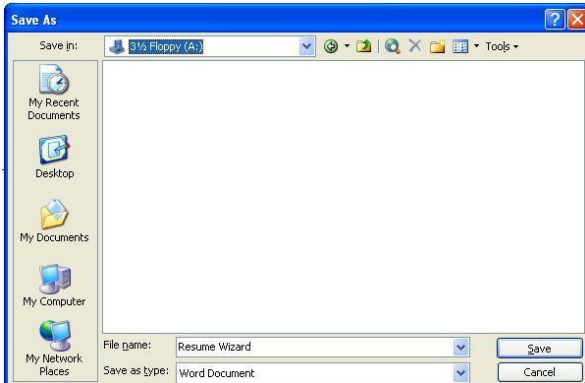


- ❖ Click on each bracketed element, such as [Street Address], and type the appropriate information.

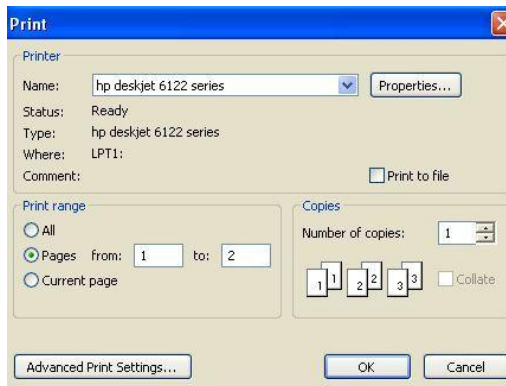
353 Elm Street, Ankeny, IA 50021 • 515-555-8795 • samspade@hotmail.com	
Samantha Spade	
Objective	
To work in customer service in the banking industry	
Experience	
[Dates of employment]	[Company Name]



- ❖ Click on the Office Button and Choose Save As Word Document to save your document. Save often to avoid losing your work.



- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name: text box and click on Save.
- ❖ Click on Save frequently (or press <ctrl/s>) to avoid losing your work.



- ❖ Click on the Office Button, Print to print your resume.
- ❖ You may want to use a thicker weight of paper to give your resume a more polished look. Place the paper in the printer.
- ❖ Click on OK to print.
- ❖ Click on Save (or press <ctrl/s>) to save your resume.
- ❖ Click on the Office Button and choose Exit Word when finished.