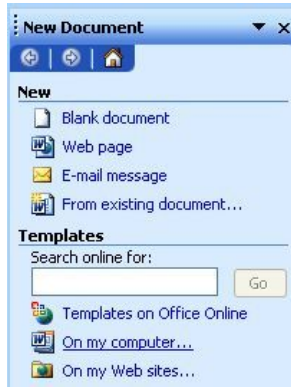
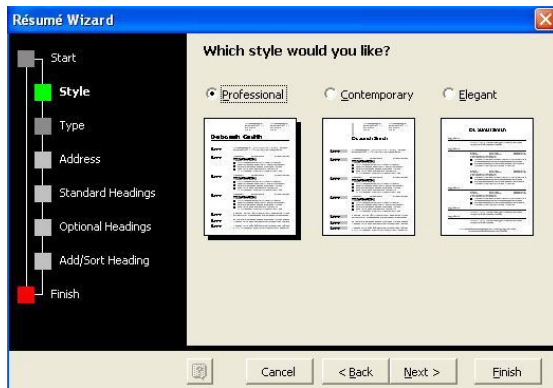


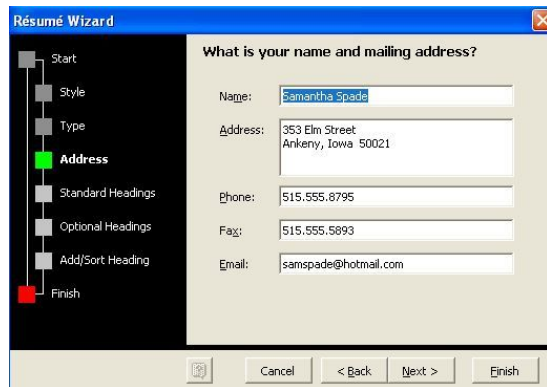
Creating a Resume in Microsoft Word



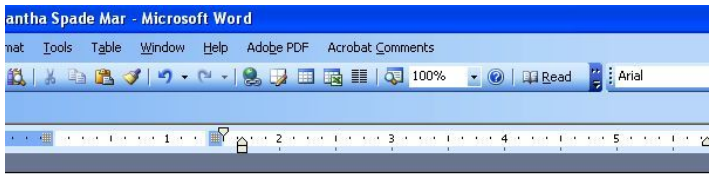
- ❖ Double-click the Microsoft® Office Word icon to start the program.
- ❖ Click on File, New to view templates that will help you create your resume.
- ❖ Under Templates, click on On My Computer.
- ❖ Click on the Other Documents tab.
- ❖ Click on Resume Wizard to let Word guide you through the resume creation process.
- ❖ Click on OK.



- ❖ Click Next to begin the Wizard.
- ❖ Choose a resume style, such as Professional
- ❖ Click on Next.
- ❖ Choose a resume type, such as Entry-Level Resume.
- ❖ Click on Next.



- ❖ Type your name, address, phone number, etc.
- ❖ Click on Next.
- ❖ Click to place or remove a checkmark, indicating which categories you want to include on your resume, such as Objective, Education, Work Experience, and References.
- ❖ Click on Next.



- ❖ Click to place or remove a checkmark, indicating which additional headings you want to include on your resume, such as Professional Memberships.
- ❖ Click on Next.
- ❖ Rearrange the order of the headings on your resume by highlighting a heading and clicking on Move Up or Move Down.
- ❖ Click on Next.
- ❖ Click on Finish.
- ❖ Wait for Word to display your resume.
- ❖ Type information under each of the headings you chose.

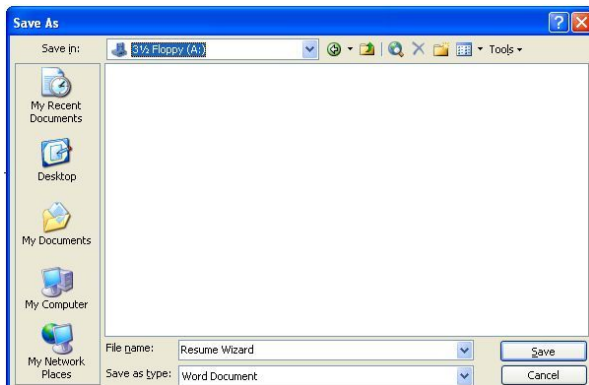
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Samantha Spade



Objective To work in customer service in the banking industry

- ❖ Click on File, Save As.
- ❖ 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 File, Save frequently to avoid losing your work.



- ❖ Click on File, 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 File, Save to save your resume.
- ❖ Click on File, Exit to close Word.

