

Creating an Electronic Resume: Microsoft Word



1. Click on the **Start Menu**.

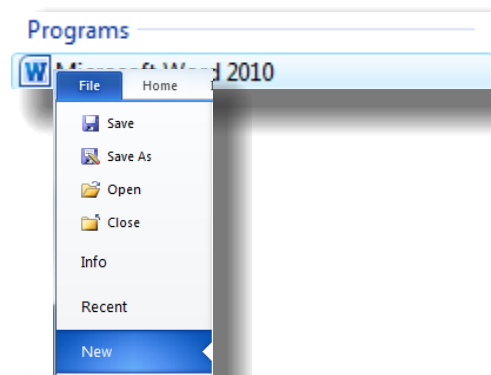


2. In the **Search** area type **Microsoft Word**.



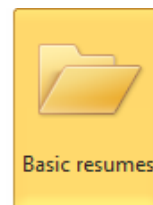
3. When the search results show in the open window click Microsoft **Word**.

4. When the program opens, click on the **File** tab>**New**.



5. In the middle section, scroll down to the bottom & click the icon for **Resumes and CVs** templates.

6. Next, click the folder for **Basic Resumes**.

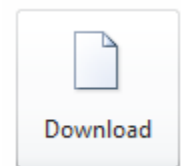


Resumes and
CVs

7. This will allow you to choose from different types of **Chronological, Functional, or Combination** resume templates.

8. Once you have chosen your template click the **download** icon on the right.

9. Make sure you go to **File>Save As...** to title your resume before you start your work.



10. Fill in the template with your information.