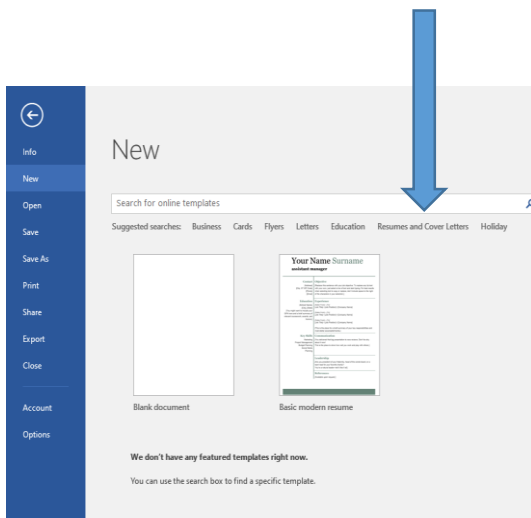




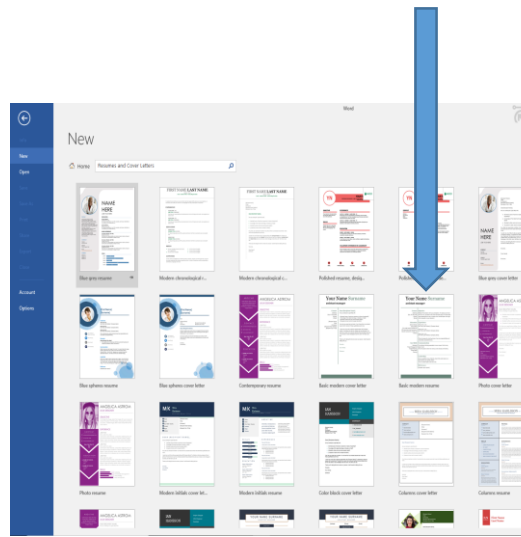
USING RESUME TEMPLATES IN MICROSOFT WORD

- Please note that any files saved are deleted off the library's computers after they are rebooted.
- Bring your own removable flash drive or USB to save your resume on. If you do not have a flash drive, email your completed resume to yourself so you have a copy.
- Have the information you intend to include on your resume handy. Make a list of your education, training, previous employers, places of employment, the dates you were employed, as well as your job duties.
- With this information you can create your resume using one of the pre-made resume templates to in Word to lay out and design your document with basic sections hiring managers expect to see.
- **SAVE YOUR DOCUMENT OFTEN!**
- If your resume is saved as an Acrobat PDF file, it cannot be edited! To edit a PDF file, it must first be converted to a MS Word file so changes can be made. Please see a librarian for assistance with converting a PDF file to a Word file.

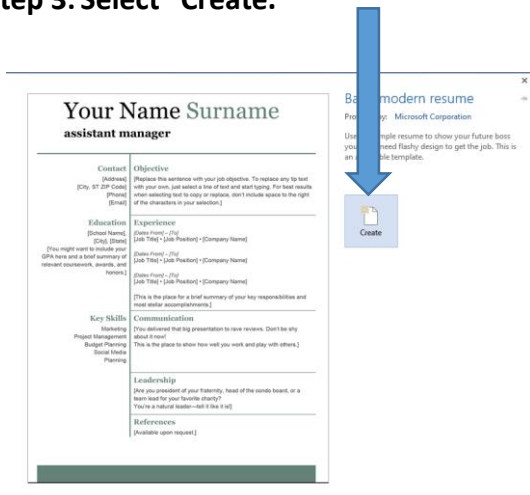
**Step 1: From this window, select File/New.
Next select "Resumes & Cover Letters"**



Step 2: Select the style resume that you like.



Step 3: Select "Create."



Step 4: Edit the template by filling in your own information.

