Microsoft Word Resume Templates
1.0

A DeVry University Help Desk Manual

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A resume is often the first important item a potential employer can get their hands on. There are several ways to make a resume; you can learn how from your classes and even get helpful hints from the internet. This guide is designed to show you how to make a resume using Microsoft Word's Resume template. You can use the final product as your resume or to help you come up with ideas for future resumes.

Note: If a resume is needed for a certain class, ask the professor if he/she accepts template resumes.

First click on start and find "Programs" or "All Programs".

Note: This tutorial is based on using Microsoft Office Word 2003. There might be several differences between past and present versions of Word. Sorry for the inconvenience.
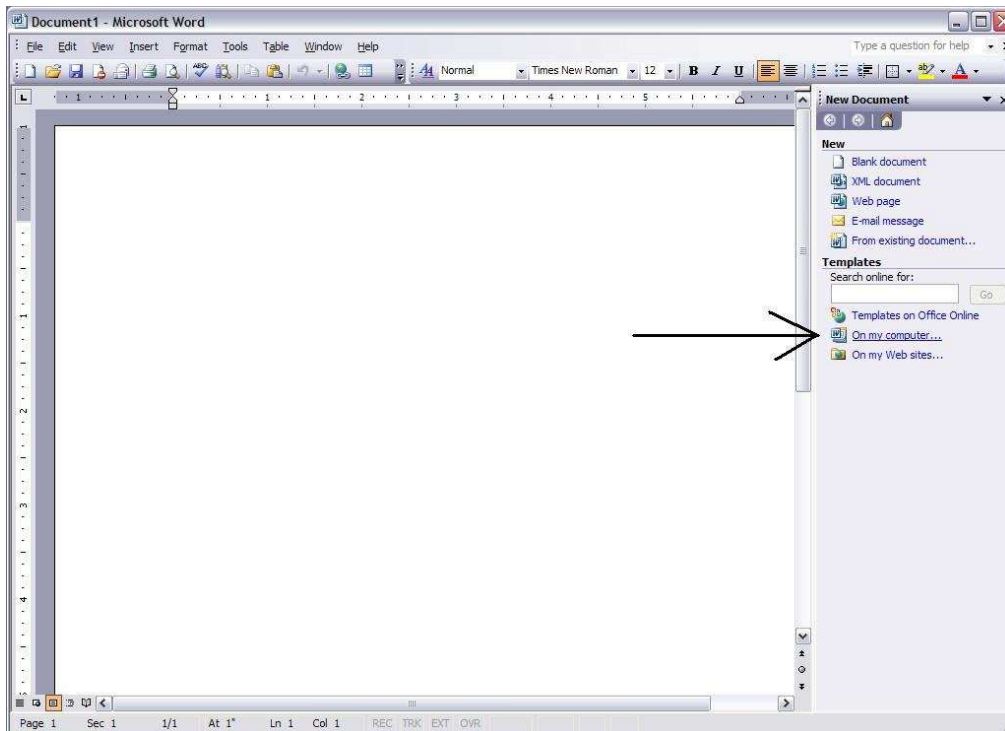
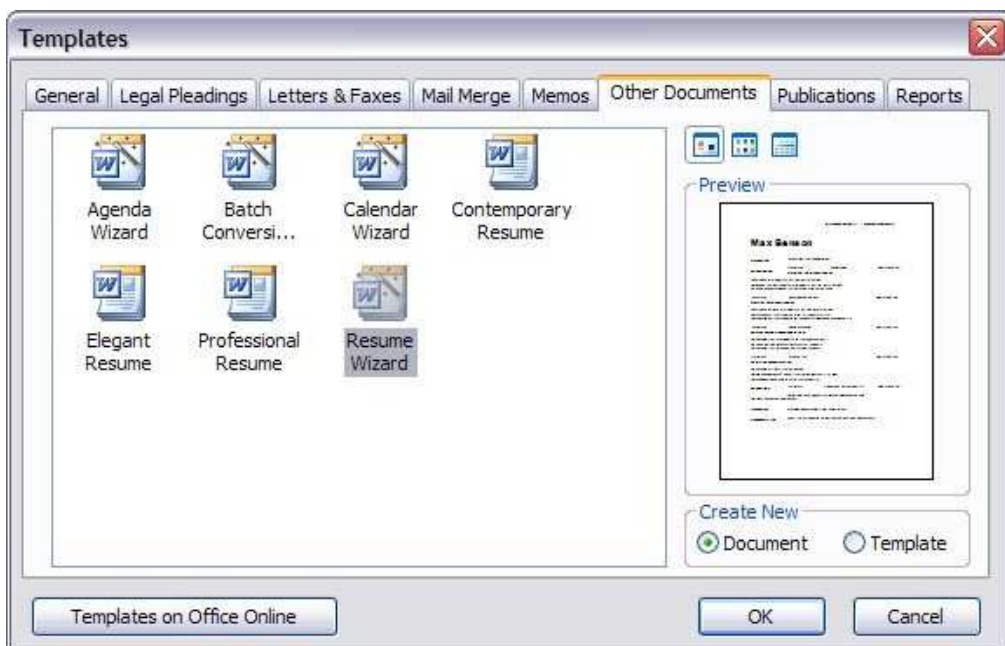Next click on "Microsoft Office" and find "Microsoft Word 2003".

This will open up a blank Microsoft Office page. On the top tool bar click "File" and then click on "New".
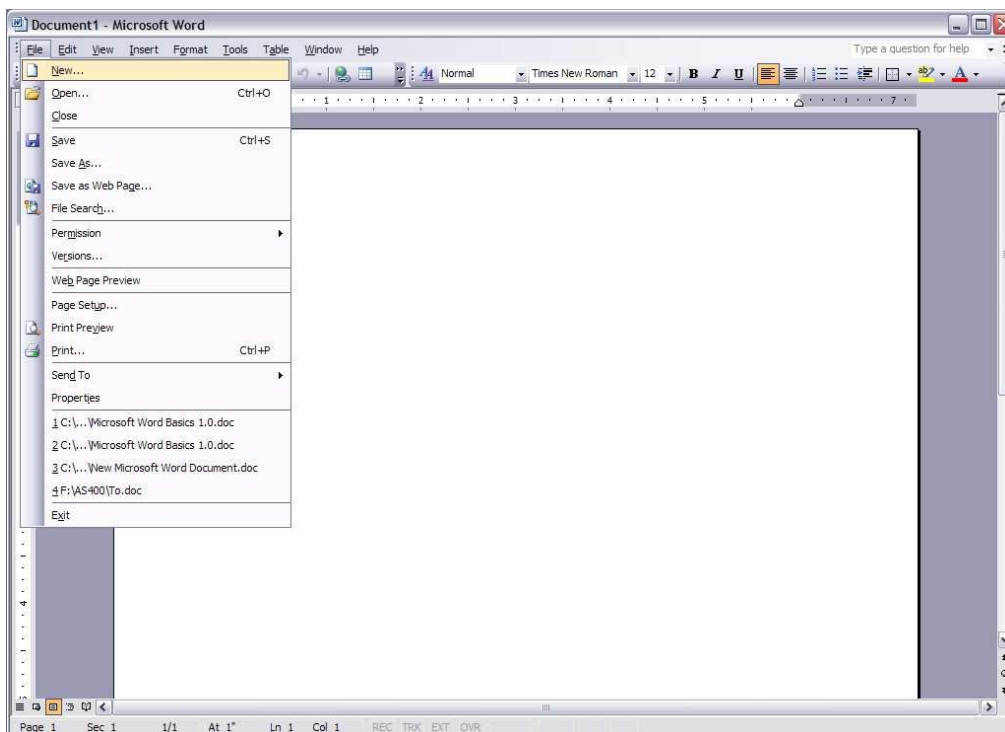
The New Document frame will open on the right. Click on "My Computer" under templates.
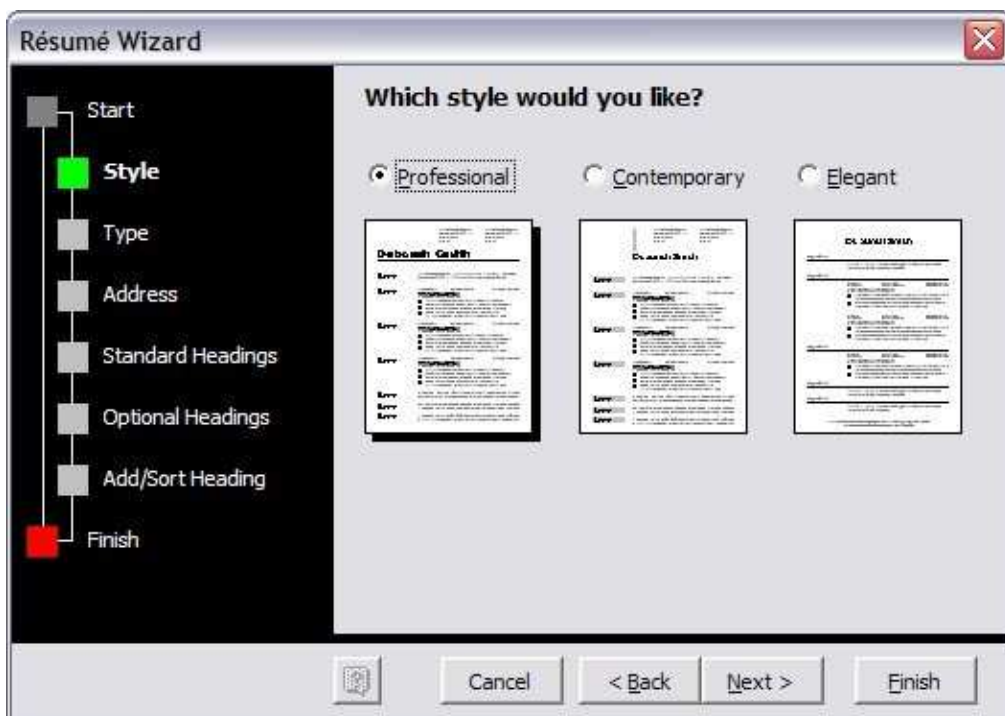

The "Templates" window will open; there you can click on the "Other Documents" tab. Once there, you can click on the resume wizard.
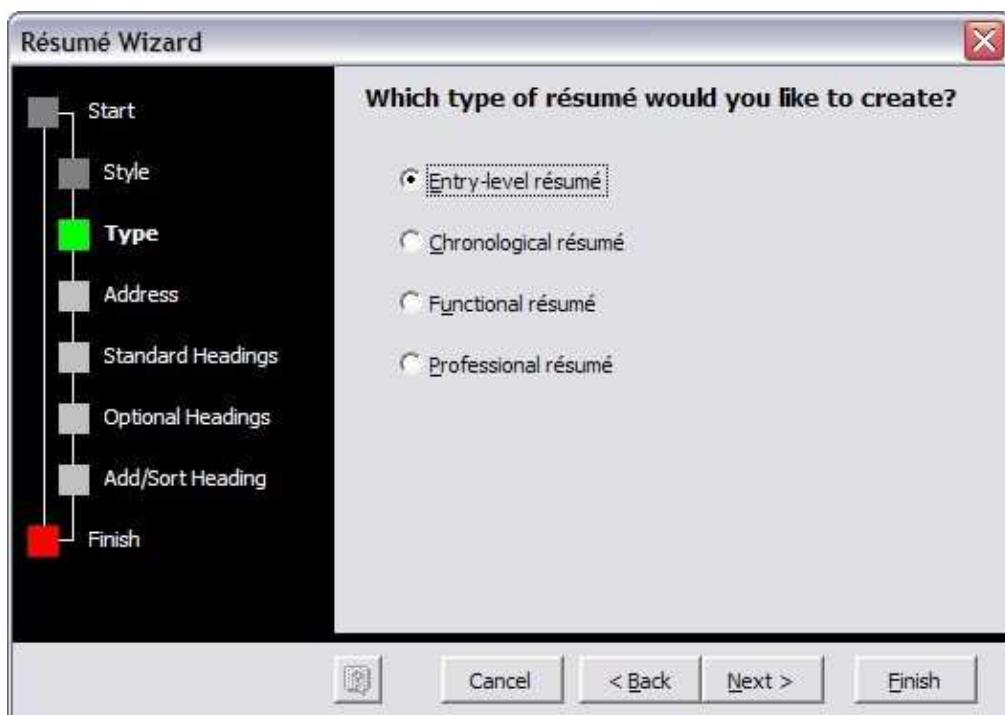
This will open up the Resume Wizard screen below.

This wizard will walk you through several easy steps in creating your resume. For example purposes we will choose the professional type. You are free to play around with different styles.
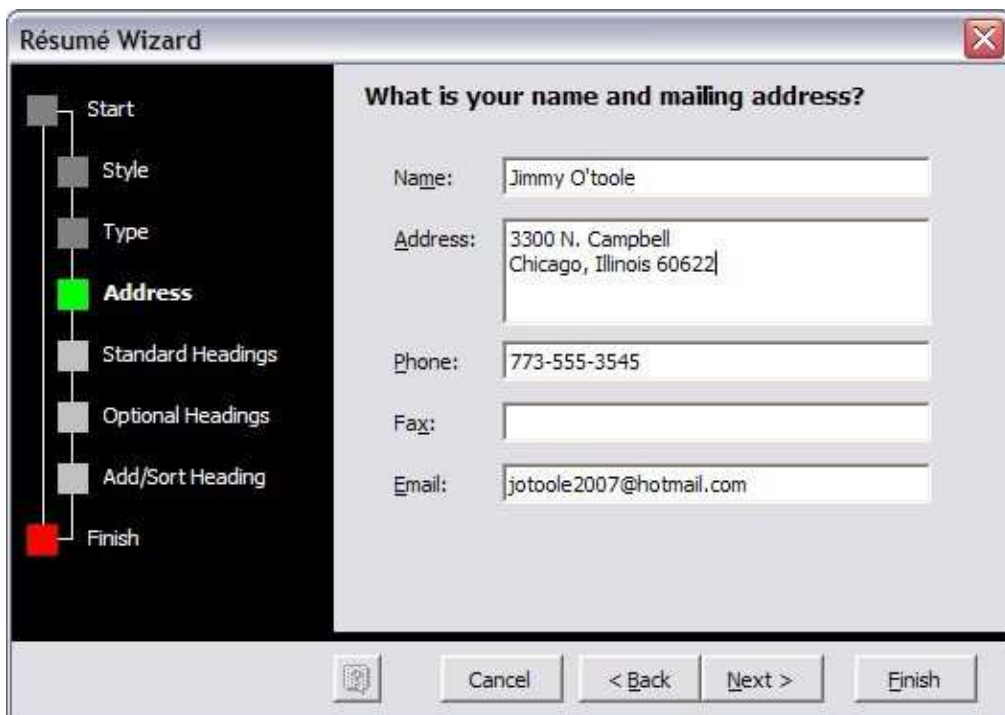
You will now be presented with more options on what kind of resume you want. For example purposes I will choose the default "Entry-Level" option.

Once you have chosen the type you can enter in your information.

Next you will be able to choose what headings you want on your resume. Later you can make your own headings if you would like.

Now you will be able to add your own headings to the resume. Just type whatever you want into the top text box and click "Add".

Résumé Wizard

Start

Style

Type

Address

Standard Headings

Optional Headings

Add/Sort Heading

Finish

Are there any additional headings you would like to add to your résumé?

Certifications

Add

These are your résumé headings.

Objective
Education
Work experience

Move Up

Move Down

Remove

Cancel   < Back   Next >   Finish

This screen also lets you pick what order you want the headings in. Just pick a heading and click Up or Down.

Résumé Wizard

Start

Style

Type

Address

Standard Headings

Optional Headings

Add/Sort Heading

Finish

Are there any additional headings you would like to add to your résumé?

Add

These are your résumé headings.
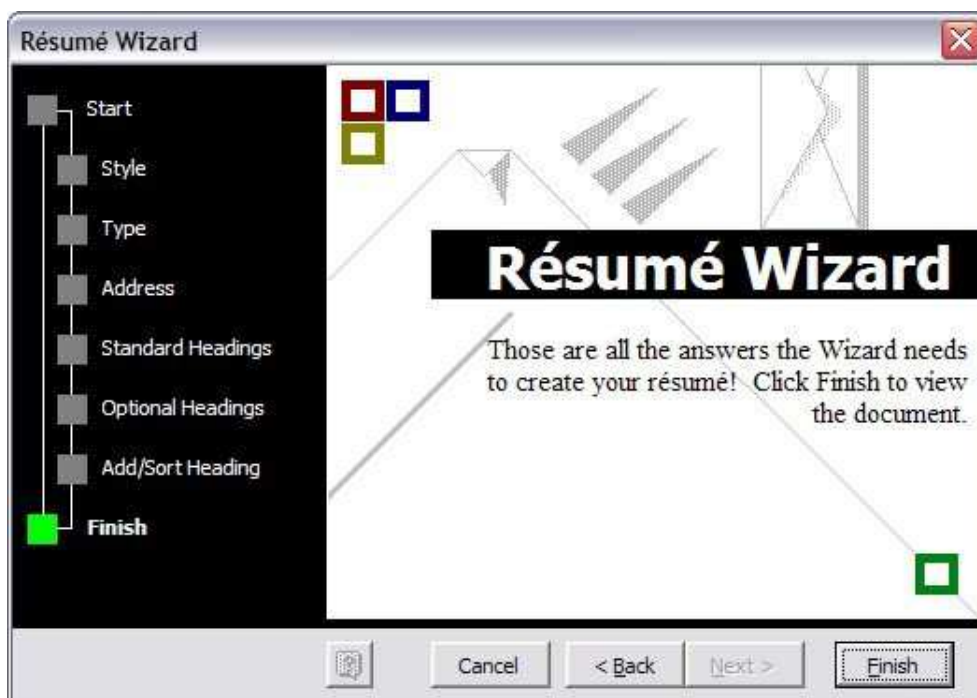
Objective
Work experience
Education
Certifications

Move Up

Move Down

Remove

Cancel   < Back   Next >   Finish

Once you have sorted your headings, you are done with the wizard. Click "Finish".

You now have a blank resume that needs your information to be complete.

This concludes the Microsoft Word Template Tutorial. Make sure to play around with the different styles and options and find something that suits you.