



# **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”.

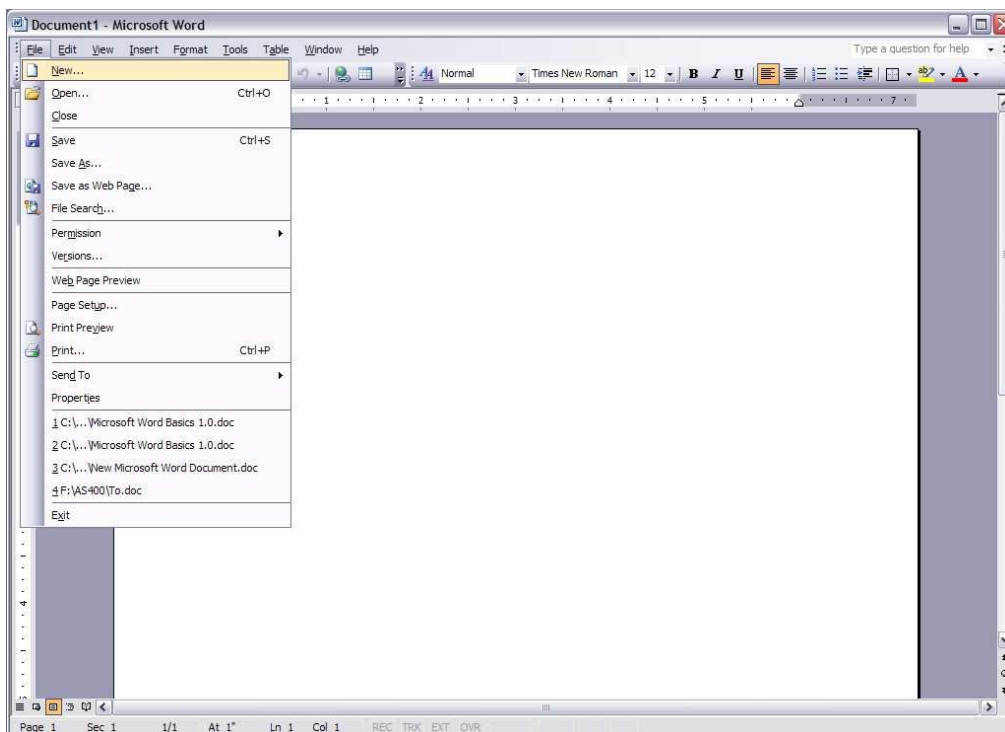


*Note: This tutorial is based on using Microsoft Office Word 2003. There might be several differences between past and present versions of Word. Sorry for the inconvenience.*

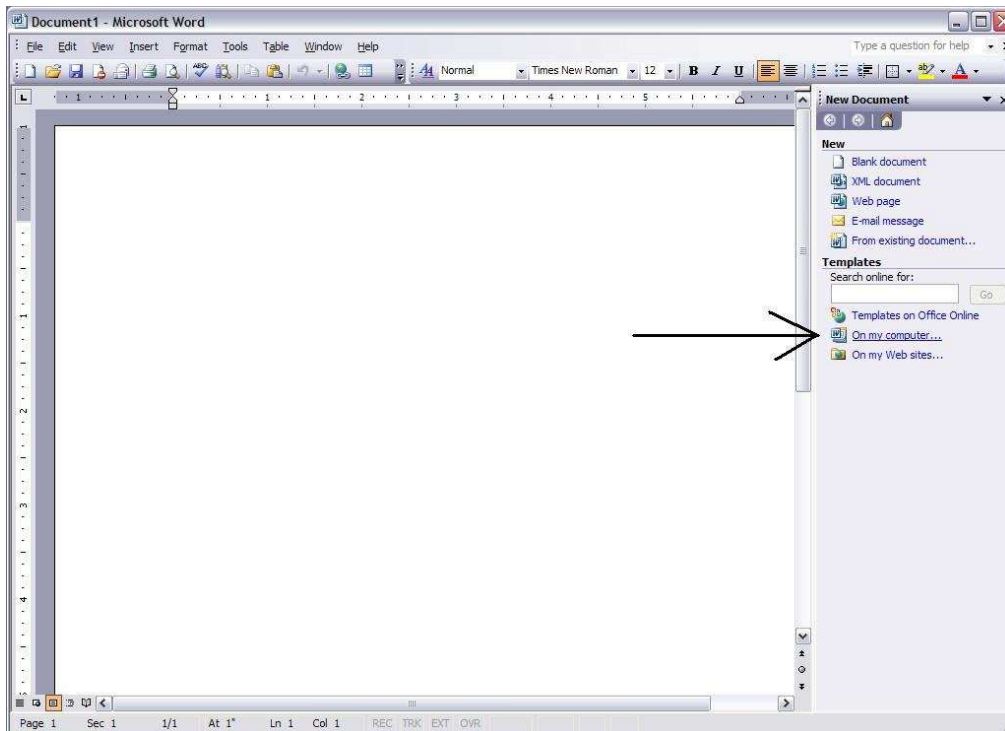
Next click on “Microsoft Office” and find “Microsoft Word 2003”.



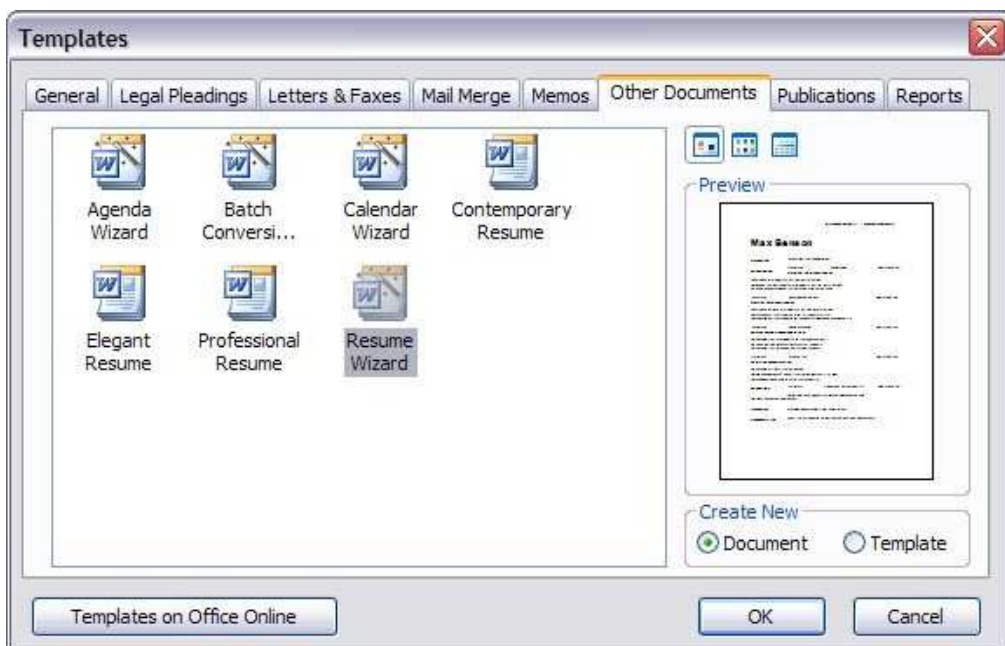
This will open up a blank Microsoft Office page. On the top tool bar click “File” and then click on “New”.



The New Document frame will open on the right. Click on “My Computer” under templates.



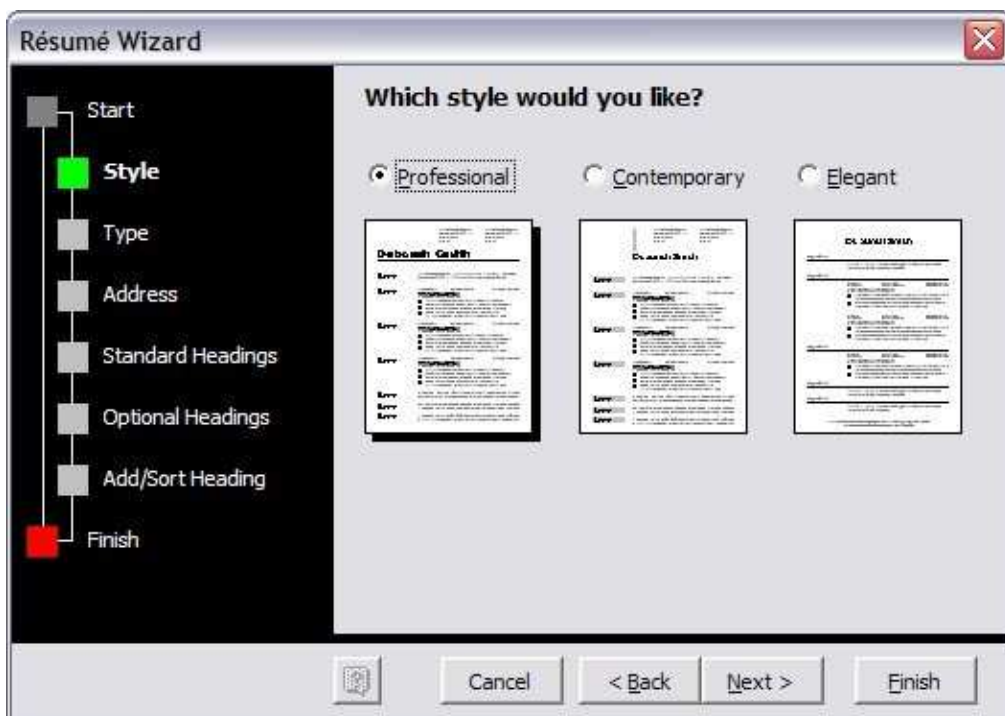
The “Templates” window will open; there you can click on the “Other Documents” tab. Once there, you can click on the resume wizard.



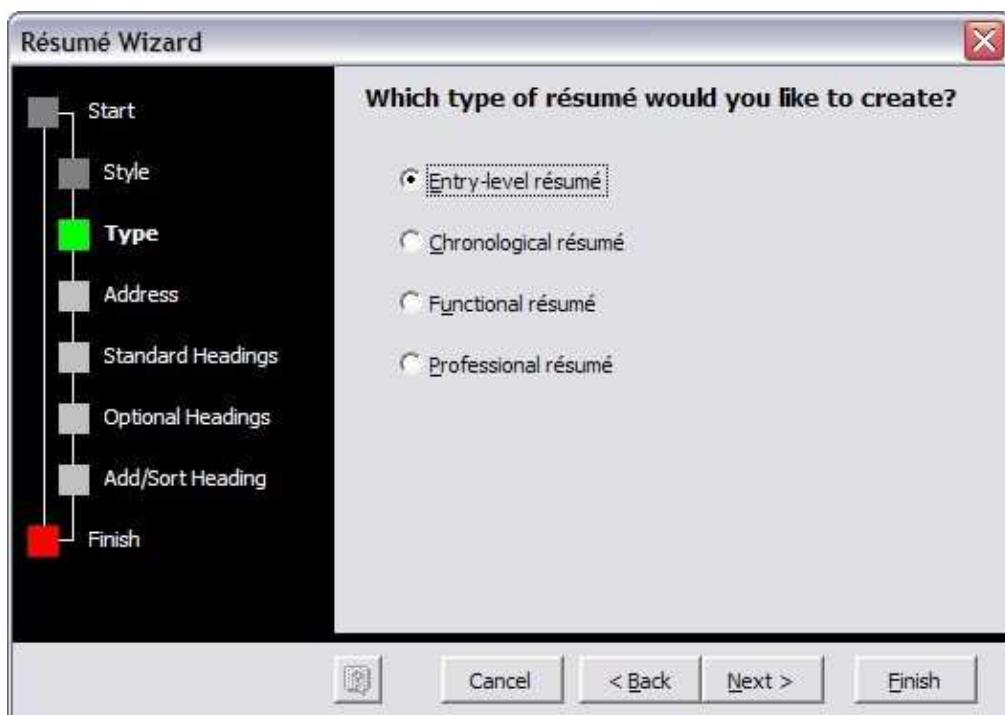
This will open up the Resume Wizard screen below.



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.

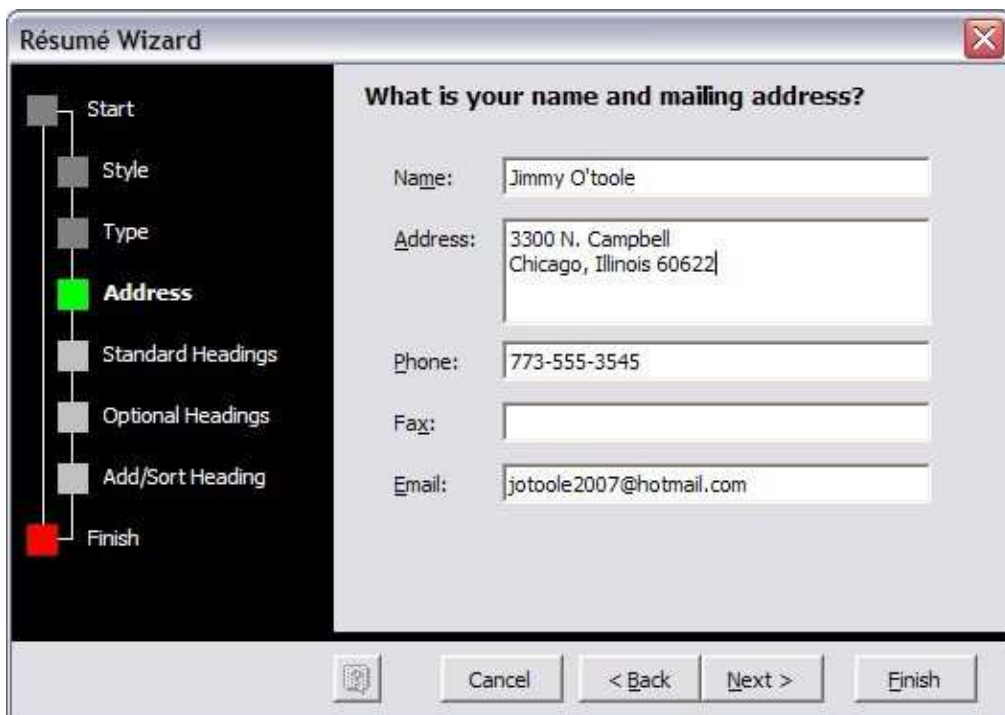


You will now be presented with more options on what kind of resume you want. For example purposes I will choose the default “Entry-Level” option.



The screenshot shows the 'Résumé Wizard' dialog box. On the left is a vertical navigation pane with steps: Start, Style, Type, Address, Standard Headings, Optional Headings, Add/Sort Heading, and Finish. The 'Type' step is highlighted with a green square. The main area is titled 'Which type of résumé would you like to create?' and contains four radio button options: 'Entry-level résumé' (selected), 'Chronological résumé', 'Functional résumé', and 'Professional résumé'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

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



The screenshot shows the 'Résumé Wizard' dialog box at the 'Address' step. The navigation pane on the left now has 'Address' highlighted with a green square. The main area is titled 'What is your name and mailing address?' and contains several text input fields: 'Name:' with 'Jimmy O'toole', 'Address:' with '3300 N. Campbell Chicago, Illinois 60622', 'Phone:' with '773-555-3545', 'Fax:' (empty), and 'Email:' with 'jotoole2007@hotmail.com'. The same 'Cancel', '< Back', 'Next >', and 'Finish' buttons are at the bottom.

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.

The **Résumé Wizard** dialog box is shown, with the **Standard Headings** step selected in the left sidebar. The main area contains the following text and list:

The **résumé style** you've chosen usually includes these headings. Select check boxes for headings you want.

- ☒ Objective
- ☒ Education
- ☐ Awards received
- ☐ Interests and activities
- ☐ Languages
- ☒ Work experience
- ☐ Volunteer experience
- ☐ Hobbies
- ☐ References

At the bottom are buttons for **Cancel**, **< Back**, **Next >**, and **Finish**.

The **Résumé Wizard** dialog box is shown, with the **Optional Headings** step selected in the left sidebar. The main area contains the following text and list:

These headings are sometimes included in this type of **résumé**. Select check boxes for headings you want.

- ☐ Extracurricular activities
- ☐ Summer jobs
- ☐ Summary of qualifications
- ☐ Community activities
- ☐ Professional memberships
- ☐ Accreditations and licenses
- ☐ Patents and publications
- ☐ Civil service grades
- ☐ Security clearance

At the bottom are buttons for **Cancel**, **< Back**, **Next >**, and **Finish**.



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

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

< 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

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

Add

These are your résumé headings.

Objective  
Work experience  
Education  
Certifications

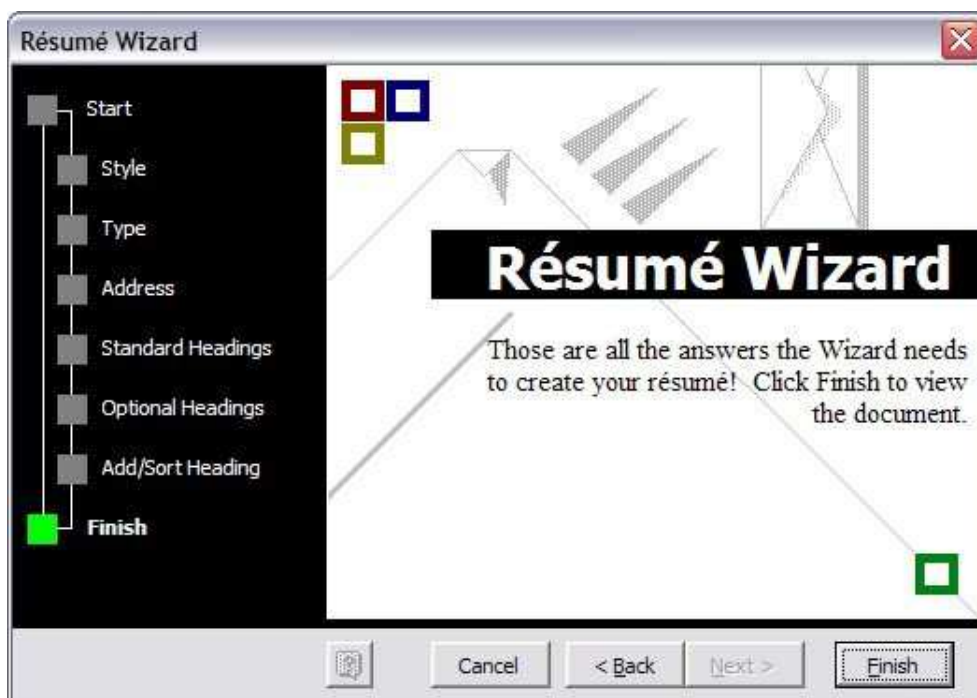
Move Up  
Move Down

Remove

< 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.

A screenshot of a Microsoft Word document titled 'Document2 - Résumé: Jimmy O'toole May - Microsoft Word'. The document is a resume template for 'JIMMY O'TOOLE'. At the top, it lists contact information: '3300 N. CAMPBELL • CHICAGO, ILLINOIS 60622', 'PHONE 773-333-3345 • E-MAIL JOTOOLE2007@HOTMAIL.COM'. Below this is the name 'JIMMY O'TOOLE'. The resume is divided into sections: 'OBJECTIVE' with a line for '[ Type Objective Here ]'; 'WORK EXPERIENCE' with fields for '[ Dates Attended ]', '[ Company/Institution Name ]', '[ Job Title ]', and a bulleted line for '[ Details of position, award, or achievement. ]'; 'EDUCATION' with fields for '[ Dates Attended ]', '[ Company/Institution Name ]', '[ Degree/Major ]', and a bulleted line for '[ Details of position, award, or achievement. ]'; and 'CERTIFICATIONS' with a line for '[ Click here and enter information. ]'. The document is displayed in a standard Microsoft Word window with a menu bar and a toolbar.



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