

Creating a Resume Using Microsoft Word 2007

Microsoft Word comes equipped with many resume templates. A template determines the basic structure for the document such as fonts, page layout, and styles.

Finding a Template

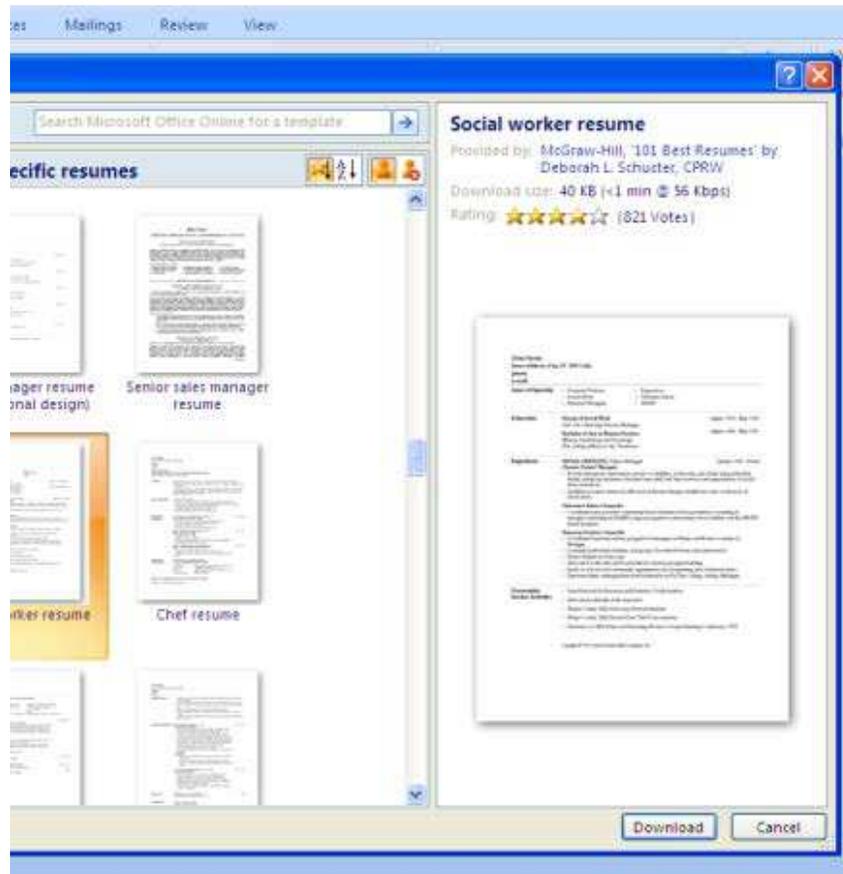
From the desktop, open Microsoft Office Word 2007. Click on the Office button located in the upper right-hand corner. Select New.



Scroll down and click on 'Resumes and CVs' on the left side of the task pane.



Click once on one of the resume types. Note that a sample of the document is displayed in the center pane. Once you have selected a resume template, click 'Download' in the bottom right.



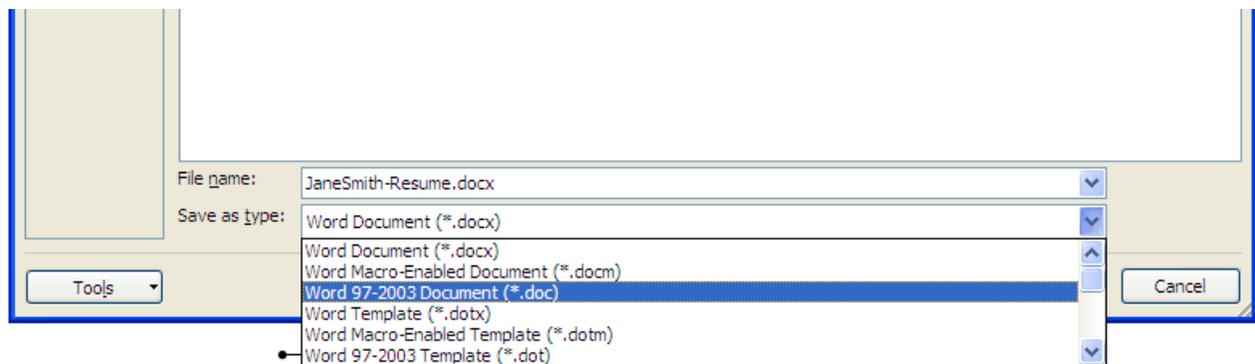
To Edit and Enter Text

You have the blueprint for your resume, and you can now add your own text. Depending on the template you chose, the sample text in your resume that needs to be replaced may be surrounded by square brackets. If so:

1. Click on a resume item enclosed in brackets.
2. Type in the information you would like to appear on your resume.
3. Edit and insert text until you have completed your resume.
4. Double check it to make sure all of the information has been entered and spelled correctly.

Saving Your Resume

Make sure you save your work! The first time you save your work, use 'Save As', which can be found by clicking on the Microsoft Office button. Select 'Word 97-2003 Document' from the 'Save as type' menu. This will ensure that everyone can open your file. This will bring up the option to rename your file and select where it will be saved. It is a nice touch to put your first and last name along with the word 'resume' in the title. Any time you wish to save after this, click on the blue floppy disk that is next to the Office button. If you are using a library computer, you will need to save your resume to a flash drive and/or e-mail a copy to yourself as an attachment.



Other Templates

Microsoft provides many other templates that may be of use when applying for jobs. There are employment letters, cover letters, and business cards just to name a few. You can access these document templates the same you accessed the resume template.

04/04/12 Clearwater Public Library System. To contact us please visit
<http://www.myclearwater.com/cpl/general/forms.asp>