

Google Docs BETA - Resume Templates

Google Docs (<http://docs.google.com>) offers free access to resume templates. In order to use this service, it is necessary to register with Google Docs. **If you have a Google e-mail account (Gmail), you already have access to Google Docs**, and you can sign in with your existing Gmail address (example@gmail.com) and password. If not, follow the instructions below. You have two choices:

1. CREATE A GOOGLE EMAIL (Gmail) ACCOUNT (Automatically gives you access to Google Docs)

1. Go to <http://mail.google.com>, and click the *Create an account* button.
2. Fill all required fields with the appropriate information, including a Login Name and Password of your choice.
3. Read the Terms of Service, Program Policy and Privacy Policy.
4. Click on the *I accept. Create my account.* button.

2. CREATE A GOOGLE DOCS ACCOUNT (Use this option if you do not wish to start a Gmail account)*

First, go to <http://docs.google.com>, and click on the **Get started** button to create your account.

Next, enter the required information in the appropriate fields on the registration form.

***Note:** The form requires an email address.

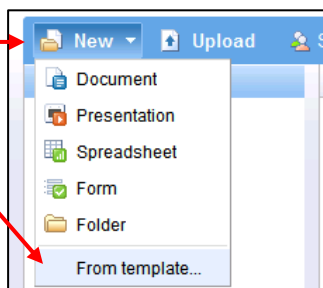
Scroll down the page to find additional fields. Once you have finished filling the form, and have read the Terms of Service and Privacy Policy, click on **I accept. Create my account.**

A confirmation will automatically be sent to the email address submitted on the registration form. You will need to open the email and click on the link within to activate your Google Docs account.

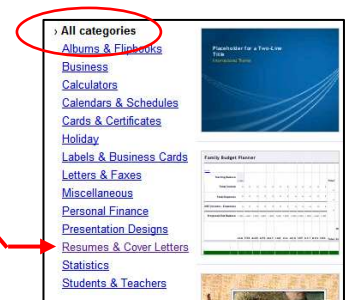
An Internet browser window will open and take you to the sign in screen. Enter your email address and password, and click the *Sign in* button.

ACCESSING RESUME TEMPLATES After signing into Google Docs...

Click on *New* then, *From template*

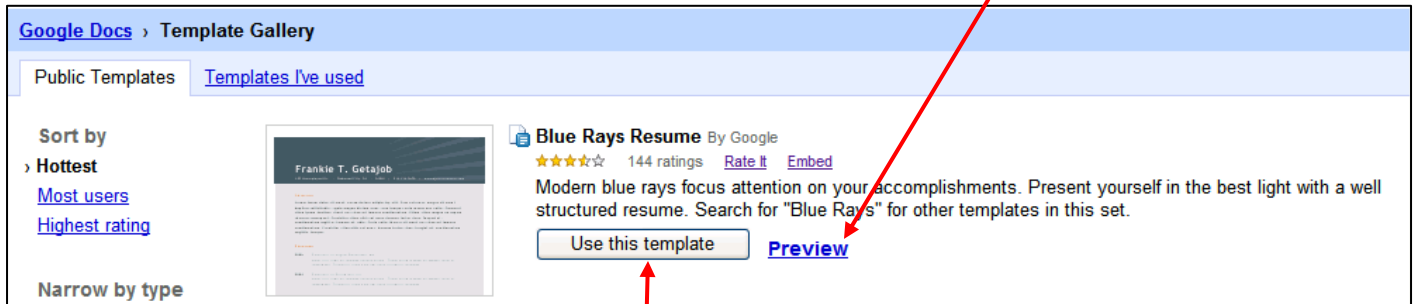


Scroll down to *All Categories*, and click *Resumes & Cover Letters* (on left of page)



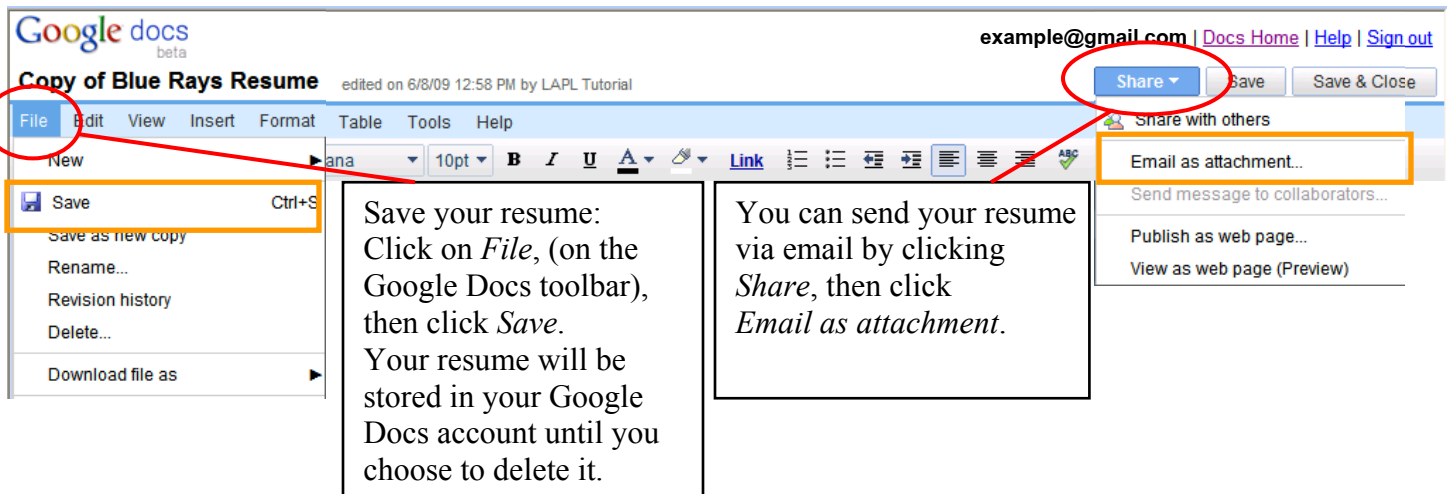
Google Docs - Resume Templates

You can preview each template before making your selection by clicking on *Preview*.



To select a template for your resume, click *Use this template* and begin building your resume by filling in your personal information.

SAVING AND EMAILING YOUR RESUME



Clicking *Email as attachment* will activate an email window where you can:

- Add multiple email addresses
- Choose document format (.doc or .pdf recommended)
- Enter a subject
- Write a message to accompany your attached resume.
- Click Send

