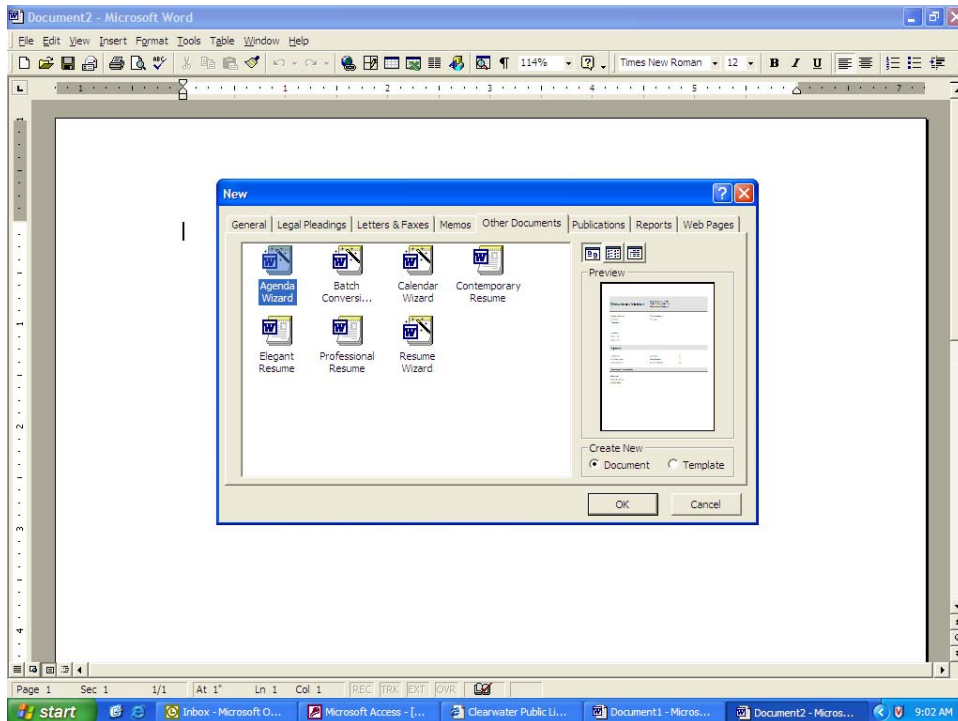


## Creating A Resume in Microsoft Word

1. Open Word. Click on **File**, then **New**.
2. Select **Other Documents**



3. **Choose a resume template** by highlighting your choice. (Contemporary, Elegant, or Professional)
4. Under **Create New**, Document should be selected. (Radial button should be checked next to Document.)
5. Click on **OK**.
6. A new sample document will open. **Type** your personal information in the template.
7. When complete, be sure to **save** your resume to a disc or print your resume. Do not save your resume to the library computer. It will be lost when your session is over.

*You may also select the Resume Wizard function to create a resume tailored to your preferences.*

1. Select the **Resume Wizard** function and input your desired information to create a personalized resume. (Click on Next > after inputting your information.)
2. When complete, be sure to **save** your resume to a disc or print your resume. Do not save your resume to the library computer. It will be lost when your session is over.