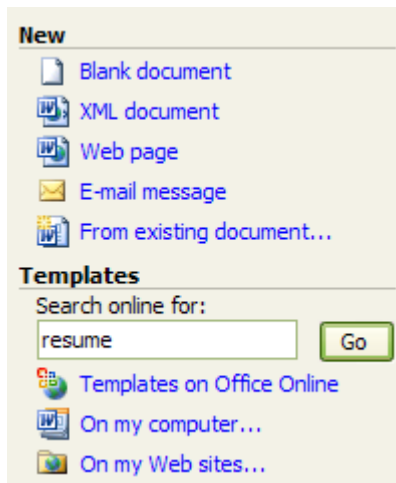


# Type Your Resume

Skills: Move within a Word document with the keyboard and mouse, close and save a document

Materials: Microsoft Word, Internet access

Activity: Use a template to type your resume.



1. Open Microsoft Word.

2. Go to **File**.  
Click on **New**.

3. Type **resume** in the search field. You will get a list of resume templates to choose from. Click on the names to see what they look like. When you see one you want to use, click **Download**.

## Note to Instructors

You may want to find and download a form to use. To do this, follow the first 4 steps of the activity.

## Template-

a model for how you do something. In this case, it is the form of a resume. You will fill in your own information.

# Type Your Resume

5. Click your mouse in a field to type:



<b>[Your Name]</b> [Street Address] [Address 2] [City, ST ZIP Code] [phone] [e-mail]	<b>Objective</b> [Describe your career goal or ideal job.]
	<b>Professional Profile</b>
	[Field or Area of Accomplishment] ▪ [Achievement] ▪ [Achievement] ▪ [Achievement]
	[Field or Area of Accomplishment] ▪ [Achievement] ▪ [Achievement] ▪ [Achievement]
	[Field or Area of Accomplishment] ▪ [Achievement] ▪ [Achievement] ▪ [Achievement]
	[Field or Area of Accomplishment] ▪ [Achievement] ▪ [Achievement] ▪ [Achievement]
	[Field or Area of Accomplishment] ▪ [Achievement] ▪ [Achievement] ▪ [Achievement]
	<b>Work History</b>
	[Dates of employment], [Job Title], [Company Name], [City, ST] [Dates of employment], [Job Title], [Company Name], [City, ST] [Dates of employment], [Job Title], [Company Name], [City, ST] [Dates of employment], [Job Title], [Company Name], [City, ST] [Dates of employment], [Job Title], [Company Name], [City, ST]

6. Use the Tab key or your mouse to move around the document.