

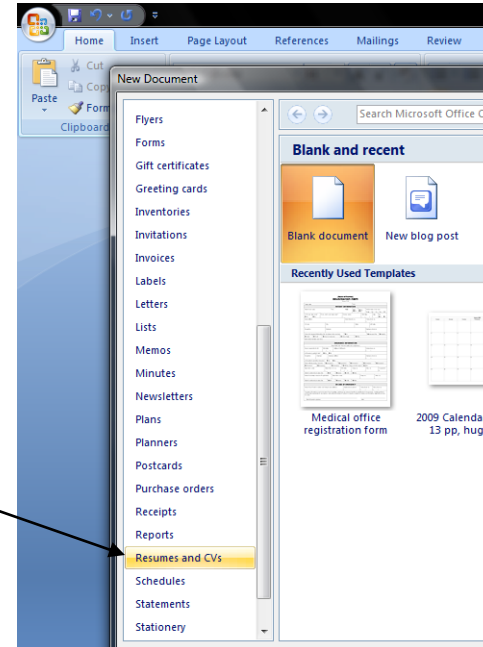
Type Your Resume

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. Click on the **Office** button and choose **New**.
3. Click on Resumes and CVs.
4. Choose Basic Resumes.
5. Double-click on the resume you want to fill out.



Note to Instructors

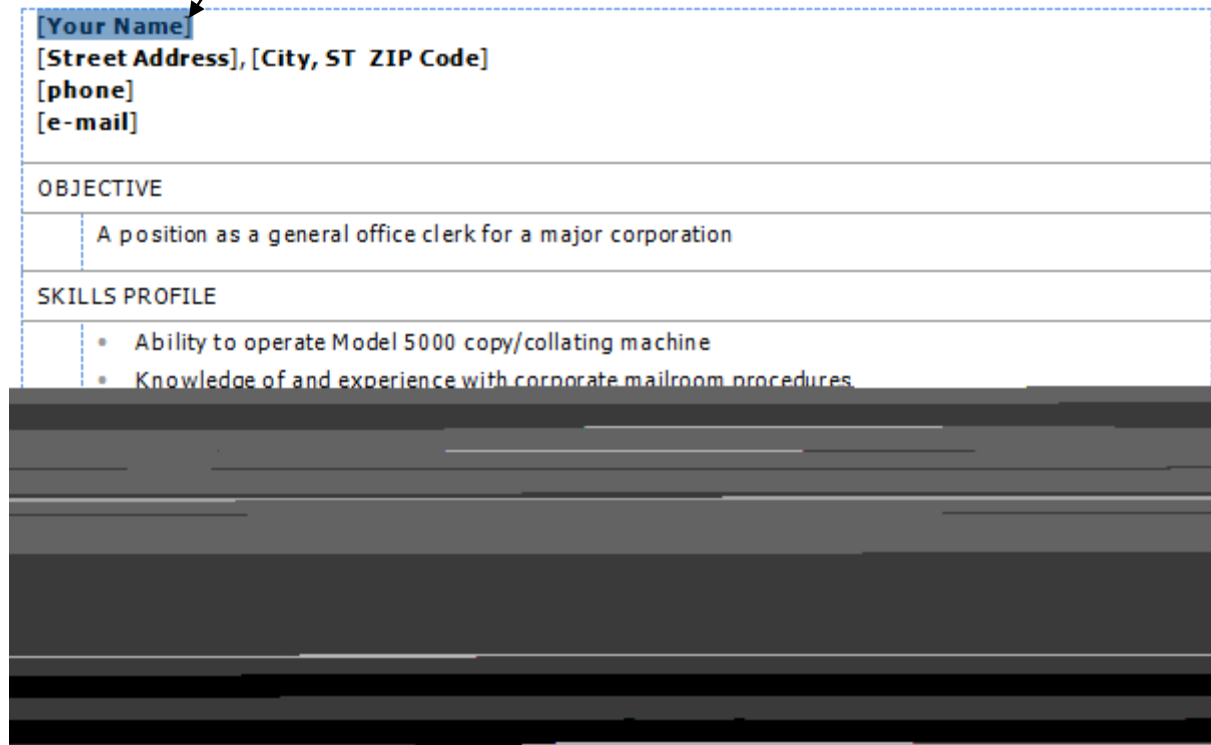
You may want to find and download a form to use. To do this, follow the first 5 steps of the activity.

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:

A screenshot of a resume form. The form is enclosed in a dashed blue border. At the top, there is a field for the name, labeled "[Your Name]", which is highlighted in blue. An arrow points from the text "5. Click your mouse in a field to type:" to this field. Below the name field are four more fields: "[Street Address], [City, ST ZIP Code]", "[phone]", and "[e-mail]". The next section is labeled "OBJECTIVE" and contains the text "A position as a general office clerk for a major corporation". The following section is labeled "SKILLS PROFILE" and contains two bullet points: "• Ability to operate Model 5000 copy/collating machine" and "• Knowledge of and experience with corporate mailroom procedures." The bottom portion of the form is obscured by a large black rectangular redaction box.

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