

# Writing Your Resume

You can use a template on Microsoft Word to help you write your resume by following these steps:

1. Open Microsoft Word
2. Click on "File" and "New"
3. Look on the right side of the screen
4. Click where it says "on my computer"
5. Go to top tab where it says "Other documents"
6. Select the kind of resume you want. "Contemporary Resume" is a good one.
7. Click on the text you want to replace and type your information.
8. Save the resume on a disk or flash drive so you can modify it for use in another situation.

Books on resumes are located at 650.14 on the shelf.