



Microsoft Word Resume Templates 1.0

A DeVry University Help Desk Manual

By: David Alicea

A resume is often the first important item a potential employer can get their hands on. There are several ways to make a resume; you can learn how from your classes and even get helpful hints from the internet. This guide is designed to show you how to make a resume using Microsoft Word's Resume template. You can use the final product as your resume or to help you come up with ideas for future resumes.

Note: If a resume is needed for a certain class, ask the professor if he/she accepts template resumes.

First click on start and find "Programs" or "All Programs".

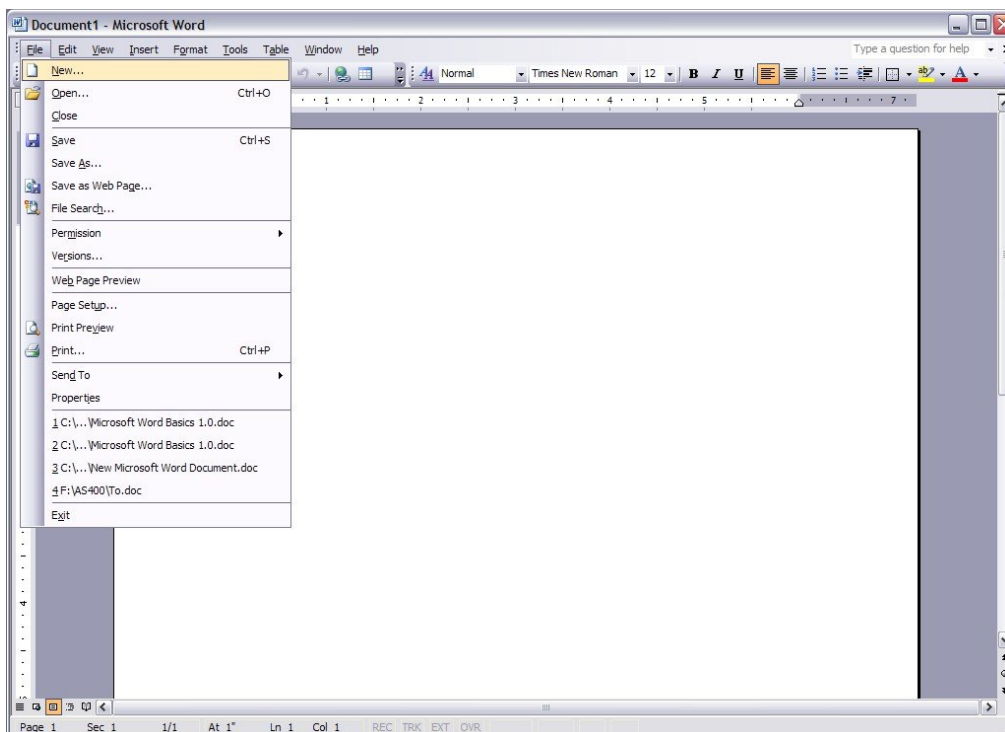


Note: This tutorial is based on using Microsoft Office Word 2003. There might be several differences between past and present versions of Word. Sorry for the inconvenience.

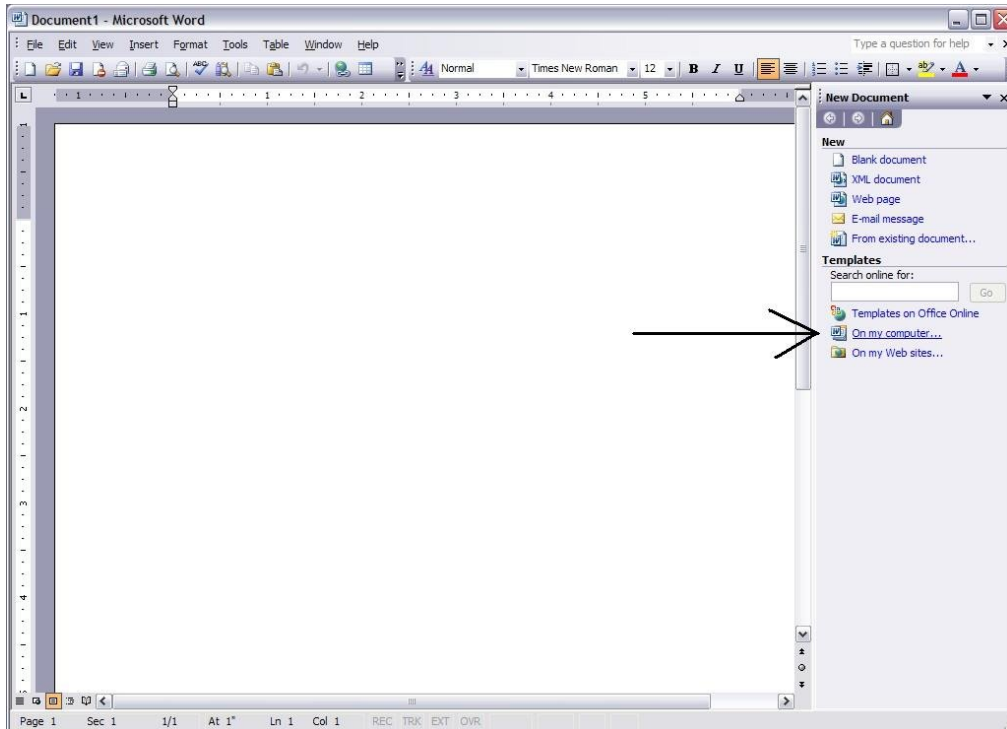
Next click on “Microsoft Office” and find “Microsoft Word 2003”.



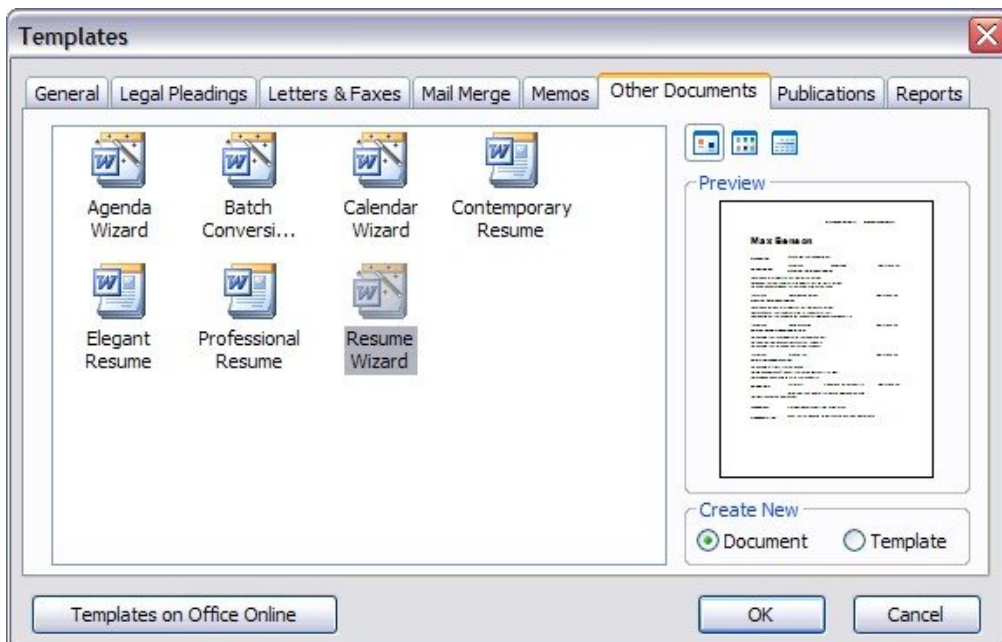
This will open up a blank Microsoft Office page. On the top tool bar click “File” and then click on “New”.



The New Document frame will open on the right. Click on “My Computer” under templates.



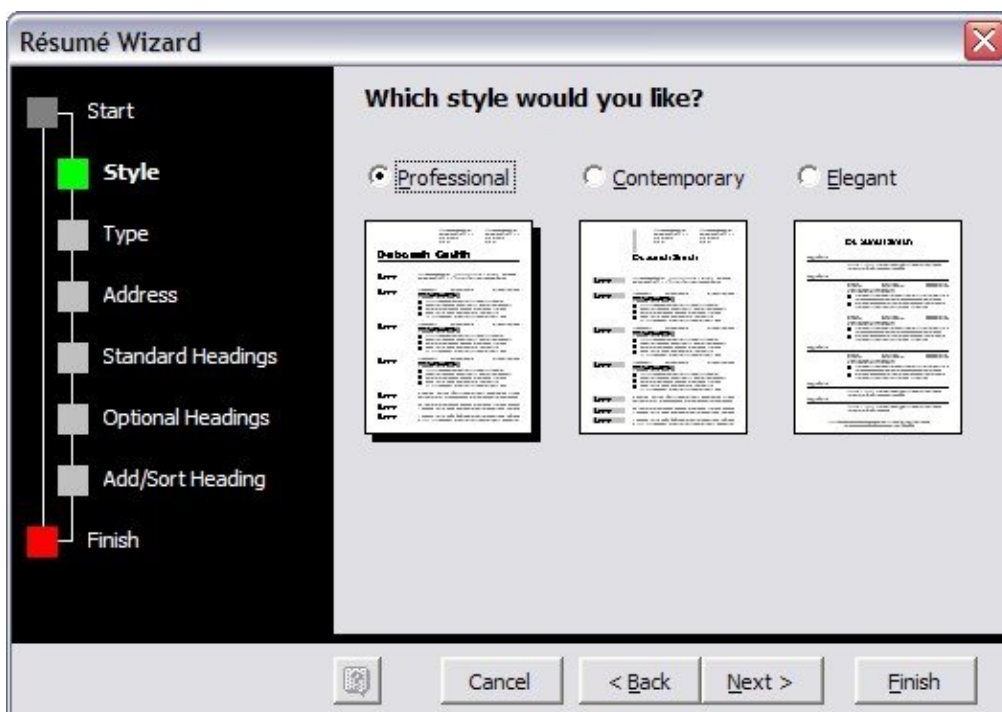
The “Templates” window will open; there you can click on the “Other Documents” tab. Once there, you can click on the resume wizard.



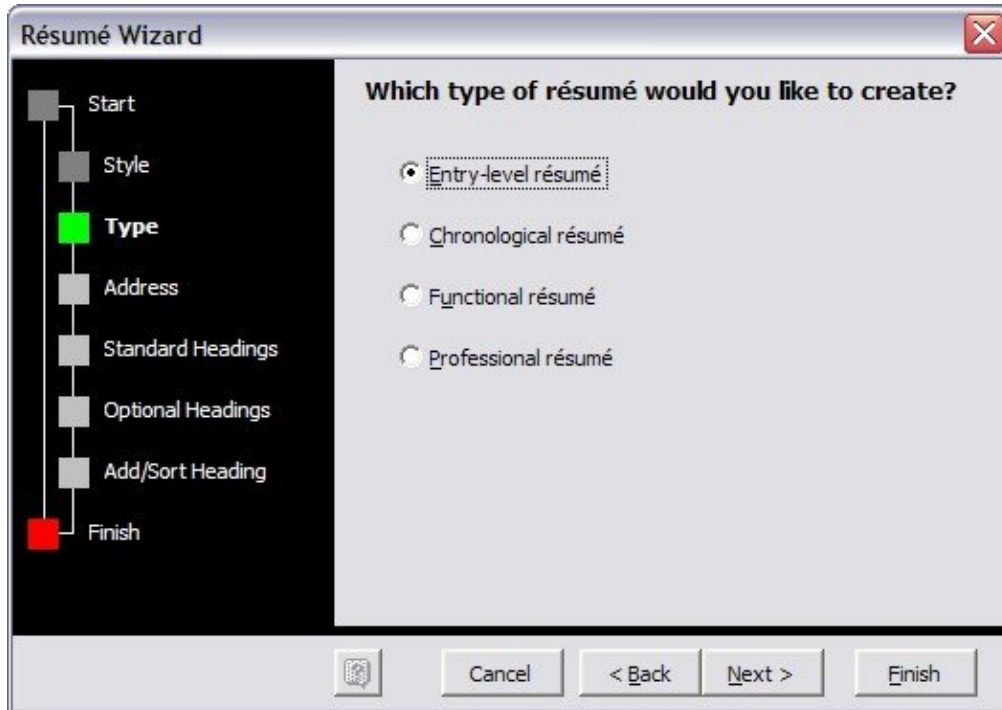
This will open up the Resume Wizard screen below.



This wizard will walk you through several easy steps in creating your resume. For example purposes we will choose the professional type. You are free to play around with different styles.

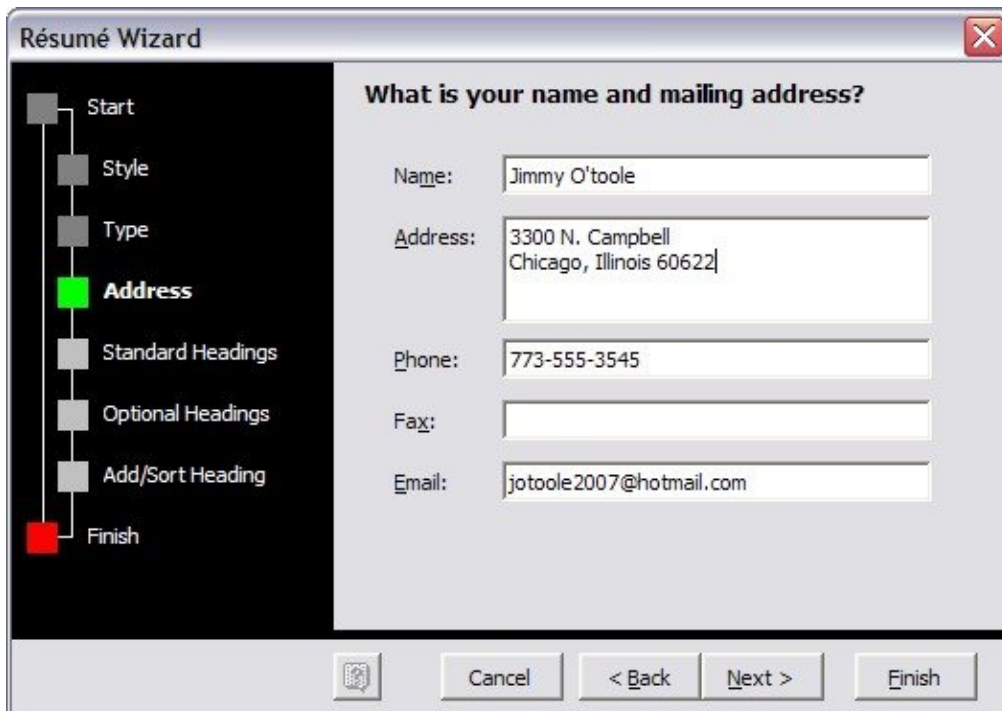


You will now be presented with more options on what kind of resume you want. For example purposes I will choose the default “Entry-Level” option.



The screenshot shows the 'Résumé Wizard' dialog box. On the left, a vertical progress bar indicates the current step is 'Type', which is highlighted in green. The steps listed are: Start, Style, Type, Address, Standard Headings, Optional Headings, Add/Sort Heading, and Finish. The main area of the dialog is titled 'Which type of résumé would you like to create?' and contains four radio button options: 'Entry-level résumé' (selected), 'Chronological résumé', 'Functional résumé', and 'Professional résumé'. At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Once you have chosen the type you can enter in your information.



The screenshot shows the 'Résumé Wizard' dialog box. On the left, the progress bar indicates the current step is 'Address', which is highlighted in green. The main area is titled 'What is your name and mailing address?' and contains several text input fields: 'Name:' with the value 'Jimmy O'toole', 'Address:' with the value '3300 N. Campbell Chicago, Illinois 60622', 'Phone:' with the value '773-555-3545', 'Fax:' (empty), and 'Email:' with the value 'jotoole2007@hotmail.com'. At the bottom, there are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Next you will be able to choose what headings you want on your resume. Later you can make your own headings if you would like.

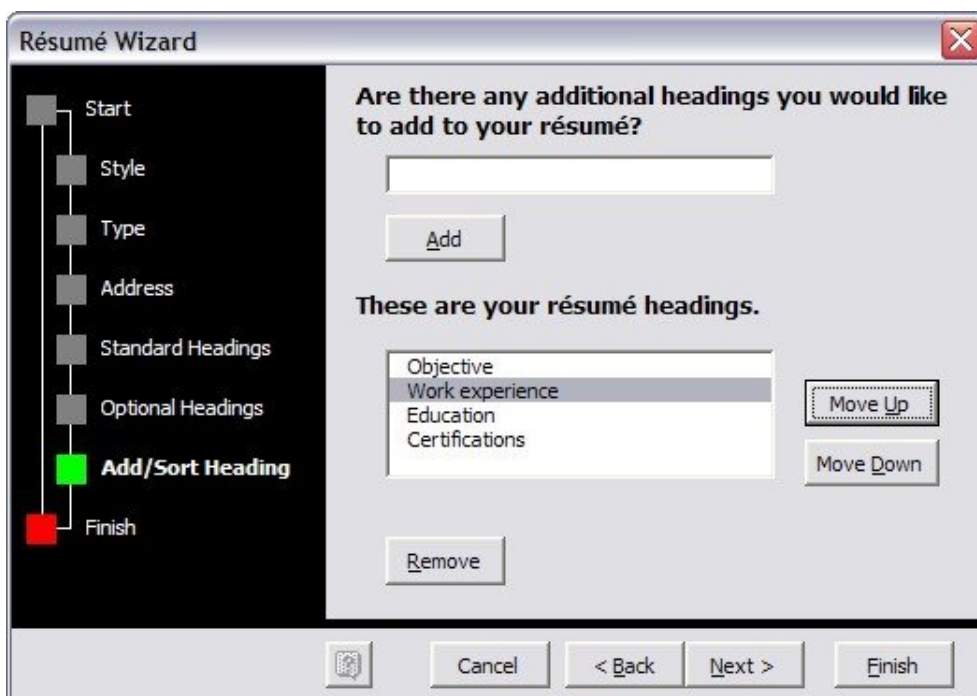
The screenshot shows the 'Résumé Wizard' dialog box at step 5, 'Standard Headings'. The left sidebar shows a progress bar with steps: Start, Style, Type, Address, Standard Headings (highlighted in green), Optional Headings, Add/Sort Heading, and Finish. The main area contains the text: 'The résumé style you've chosen usually includes these headings. Select check boxes for headings you want.' Below this text is a list of headings with checkboxes: Objective (checked), Education (checked), Awards received (unchecked), Interests and activities (unchecked), Languages (unchecked), Work experience (checked), Volunteer experience (unchecked), Hobbies (unchecked), and References (unchecked). At the bottom are buttons for Cancel, < Back, Next >, and Finish.

The screenshot shows the 'Résumé Wizard' dialog box at step 6, 'Optional Headings'. The left sidebar shows a progress bar with steps: Start, Style, Type, Address, Standard Headings, Optional Headings (highlighted in green), Add/Sort Heading, and Finish. The main area contains the text: 'These headings are sometimes included in this type of résumé. Select check boxes for headings you want.' Below this text is a list of headings with checkboxes: Extracurricular activities (unchecked), Summer jobs (unchecked), Summary of qualifications (unchecked), Community activities (unchecked), Professional memberships (unchecked), Accreditations and licenses (unchecked), Patents and publications (unchecked), Civil service grades (unchecked), and Security clearance (unchecked). At the bottom are buttons for Cancel, < Back, Next >, and Finish.

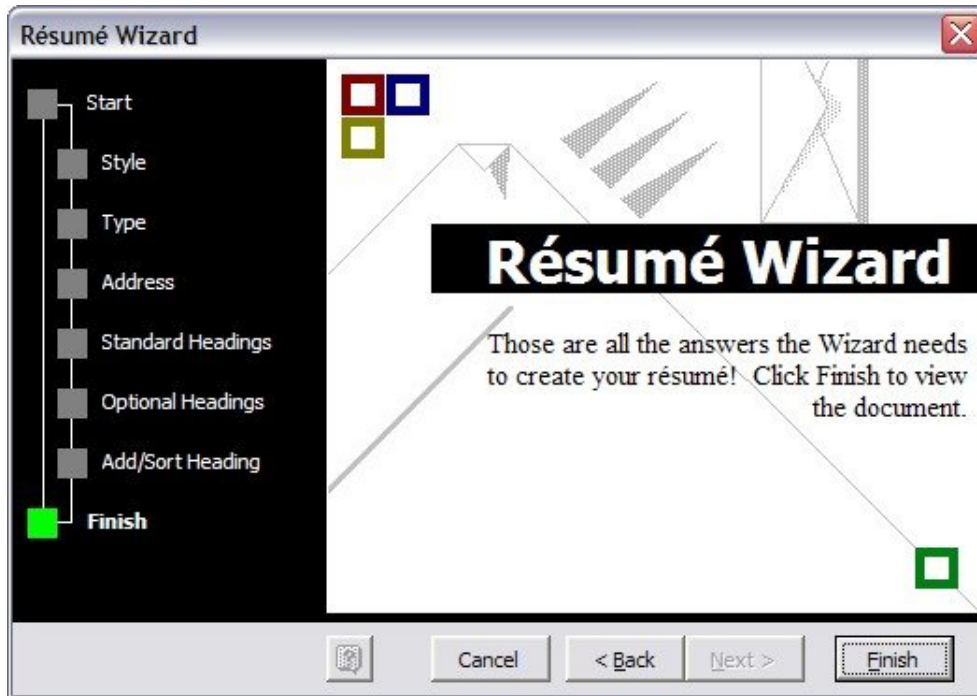
Now you will be able to add your own headings to the resume. Just type whatever you want into the top text box and click “Add”.



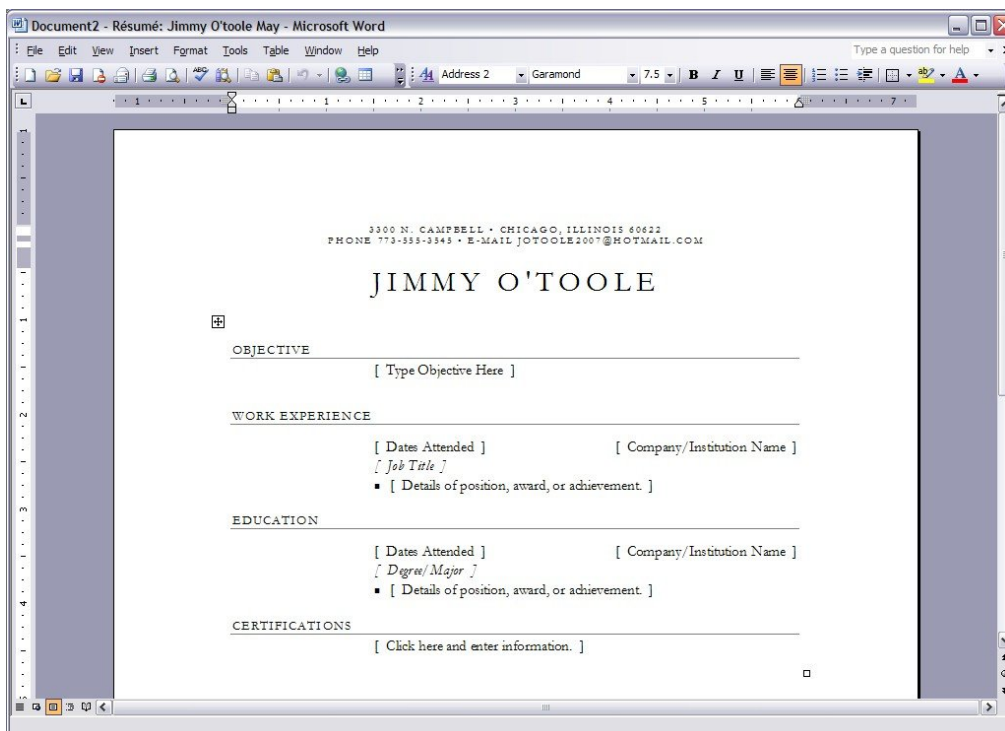
This screen also lets you pick what order you want the headings in. Just pick a heading and click Up or Down.



Once you have sorted your headings, you are done with the wizard. Click “Finish”.



You now have a blank resume that needs your information to be complete.





This concludes the Microsoft Word Template Tutorial. Make sure to play around with the different styles and options and find something that suits you.