

# Resumes in Microsoft Word

- Click on Start >> All Programs > Microsoft Office >> Microsoft Word
- Click on the Office Button – the colored button on the top left
- Select “New”
- On the left side scroll down until you see the word “Resumes” or “Resumes and CSVs” and **click once** on it.
- In the middle select “Basic” by **clicking Once**
- On the right select “**I Accept**”
- In the middle **click once** on a Resume to see a sample of it on the right.
  - As you click on each one a thumbnail picture will show on the right.
- After finding the one that is needed, double click on it to open it.

IMMEDIATELY save the file in the “My Documents “ Folder as “FIRSTNAME LASTNAME Resume”