
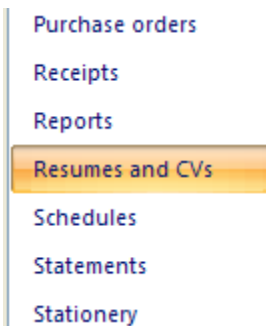


Preparing a Resume


Microsoft Word provides a variety of Resume templates to simplify the process.

To access these templates, click on the Office button at the top left of the screen 


Select “New” at the top of the list of options, and scroll down to select “Resumes and CVs” from the menu.

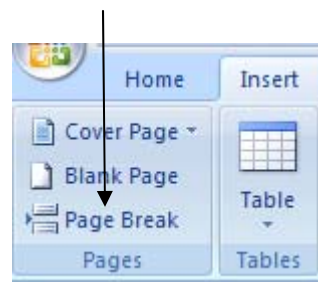


For most purposes, the templates listed under “Basic Resumes” will work best – if you scroll to the bottom of the listing you’ll find several plain and functional formats.

The templates are helpful, but you’ll still want to take great care when formatting your resume. You’ll want to use the spell-check tool (there is an icon for this at the top of the page). , but of course this won’t catch errors involving the names of former employers, etc. You might want to use the library’s phone books to check the spelling of names, or do an internet search.


Previewing and Printing

You should preview your resume, by clicking on the icon:  If you have a page break in the wrong place, you can insert a break by selecting the “Insert” tab.



If your resume is only one page in length, be careful to avoid accidentally printing a blank page. If Word seems to want to add a blank page, select “Current Page” when you go to print, and this will avoid the problem.

Printing and Picking up your Completed Resume

When your resume is finished, click on the Office button  at the top left and print a copy. Put your online session on hold by selecting the “Lock” button, and go to the Info desk to pick up your printout. Check it over carefully, and if it’s perfect you can print more copies (You’ll get better results this way than photocopying your resume, and the cost is the same). Check the “Saving sending storing” tip sheet for suggestions for saving and erasing your document.

Unfortunately, the library doesn’t provide a faxing service. Centennial Stationers, at 617 2nd St. S. .E. is fairly close by, though.