Creating Résumés in Microsoft Word 2003

1. From computer desktop open Microsoft Word.

2. Go to "File" in the upper left menu bar. Click on “New”.

3. In the right column, click “On My Computer”.

4. Click on the “Other Documents” tab.

5. Choose a template from the three résumé options:
- Contemporary Résumé
- Elegant Résumé
- Professional Résumé

– OR –

choose Résumé Wizard for a step-by-step tutorial.

Enter work information in place of the example information.

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