



Resume Guide

To create a resume using the Resume Template on Microsoft Word:

1. Collect the following information:
 - Names and dates of places you have worked for the last five years (or more)
 - Schools you have attended-dates, degrees, certificates
 - Awards, certificates, trainings
 - List of skills (job related)
 - References
2. Open up Microsoft Word on one of the Library computers
 - Go to file and select new.
 - A blue section will appear on the right of your screen.
 - Under the word **Templates**, click on the words “on my computer”.
 - Select the tab “other documents”.
 - Select the icon (picture) resume wizard.
 - Follow the steps, as directed, to fill out your resume.
 - Save and print your resume when you are finished.
3. If you want to create your own resume with no template, feel free to browse the resume books and make a resume to suit your needs.

Tip: Save a copy of your resume (you can send it to yourself as an attachment if you have email) and tailor it to specific jobs, as needed.

Books on resume writing can be found in the **650.14** section of the nonfiction collection.

Please ask for help at the reference desk if you have questions.