

## Word Assignment 4 – Create a resume

For this assignment students will produce a resume for potential employment in your field.

**Requirements:** Create a resume.

**Read:** Creating professional resume: <http://www.wikihow.com/Make-a-Resume>

- Size 12 text,
- Use 2 or less text fonts
- Replace text information with your own
- Appropriate use of bold, italic to emphasize important items.

### 1. Open Resume template

Each time you start Word 2013, you can choose a template from the gallery, click a category to see the templates it contains, or search for more templates online.

**Watch:** *Format a resume with a template*

<https://support.office.com/en-US/Article/Video-Format-a-resume-with-a-template-0c4453e0-e3e1-4324-b6a2-1c974eb05f09?ui=en-US&rs=en-US&ad=US>

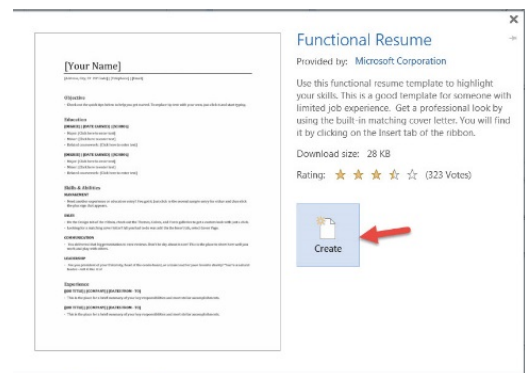
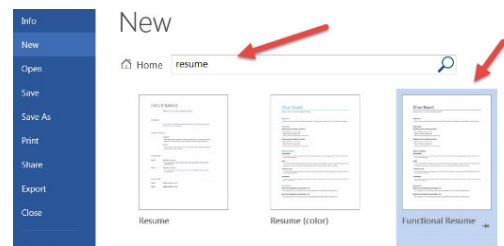
**Watch:** *Tools for better resumes*

<https://support.office.com/en-US/Article/Video-Tools-for-better-resumes-fef74f4d-0830-4053-b303-d6c8fae6608c>

1. **Open** Word
2. **Type** in the search box: resume
3. **Open** Functional Resume (**Click on Create**)

(If you'd rather not use a template, click: **Blank document.**)

If you are not using MS Word, download a resume from online.

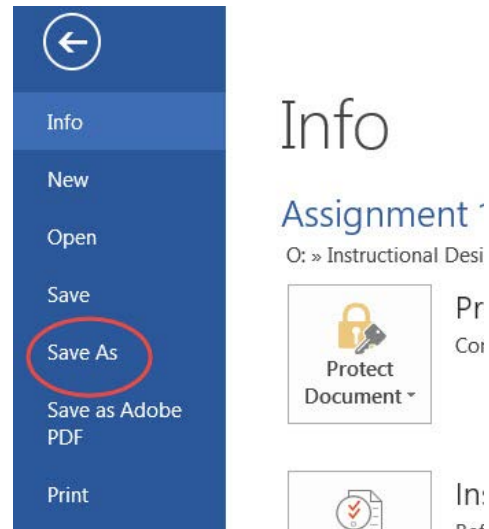


## 2. Save your document

It's best to **save as** and name the project at the beginning of your project. Remember to **save as** you complete each step.

Save your presentation the first time by selecting **save as**.

1. **File, save as:** Last name\_resume to the Office Projects folder you create on the desktop.



## 2. Enter your information

### Enter

1. Your Name and address
2. Objectives
3. Education
4. Degree (mention current courses and expected date of graduation.
5. Skills and Abilities
6. Experience

### Notes:

Times Roman and Calibri are recommended tpestyles. They are a more condensed typestyle which allows more information to be delivered in one page.

Size 12 is the standard size for resumes, letters, and written projects assigned in college courses.

Most professional resumes use 1 typestyle; using italic, bold to emphasize important information.

Generally there is little or no color used inside the professional resume.

### Annie Erichsen

[Address, City, ST, ZIP Code] | [Telephone] | [Email]

#### Objective

- Check out the quick tips below to help you get started. To replace tip text with your own, just click it and start typing.

#### Education

[DEGREE] | [DATE EARNED] | [SCHOOL]

- Major: [Click here to enter text]

- Minor: [Click here to enter text]

- Related coursework: [Click here to enter text]

[DEGREE] | [DATE EARNED] | [SCHOOL]

- Major: [Click here to enter text]

- Minor: [Click here to enter text]

- Related coursework: [Click here to enter text]

#### Skills & Abilities

##### MANAGEMENT

- Need another: experience or education entry? You got it, just click in the second sample entry for either and then click the plus sign that appears.

##### SALES

- On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click. Looking for a matching cover letter? All you had to do was ask! On the Insert tab, select Cover Page.

##### COMMUNICATION

- You delivered that big presentation to new investors. Don't be shy about it now! This is the place to show how well you work and play with others.

##### LEADERSHIP

- Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

#### Experience

[JOB TITLE] | [COMPANY] | [DATES FROM - TO]

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[JOB TITLE] | [COMPANY] | [DATES FROM - TO]

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

## Save then upload to Word Assignment 4 – Creating an resume

1. **File:** save as

After completion save your file one more time then upload the file to this assignment:

2. **Click:** on the title
3. **Select:** Add Submission
4. **Drag and drop your file** into the box **or** select your file to upload
5. **Select:** save changes.

