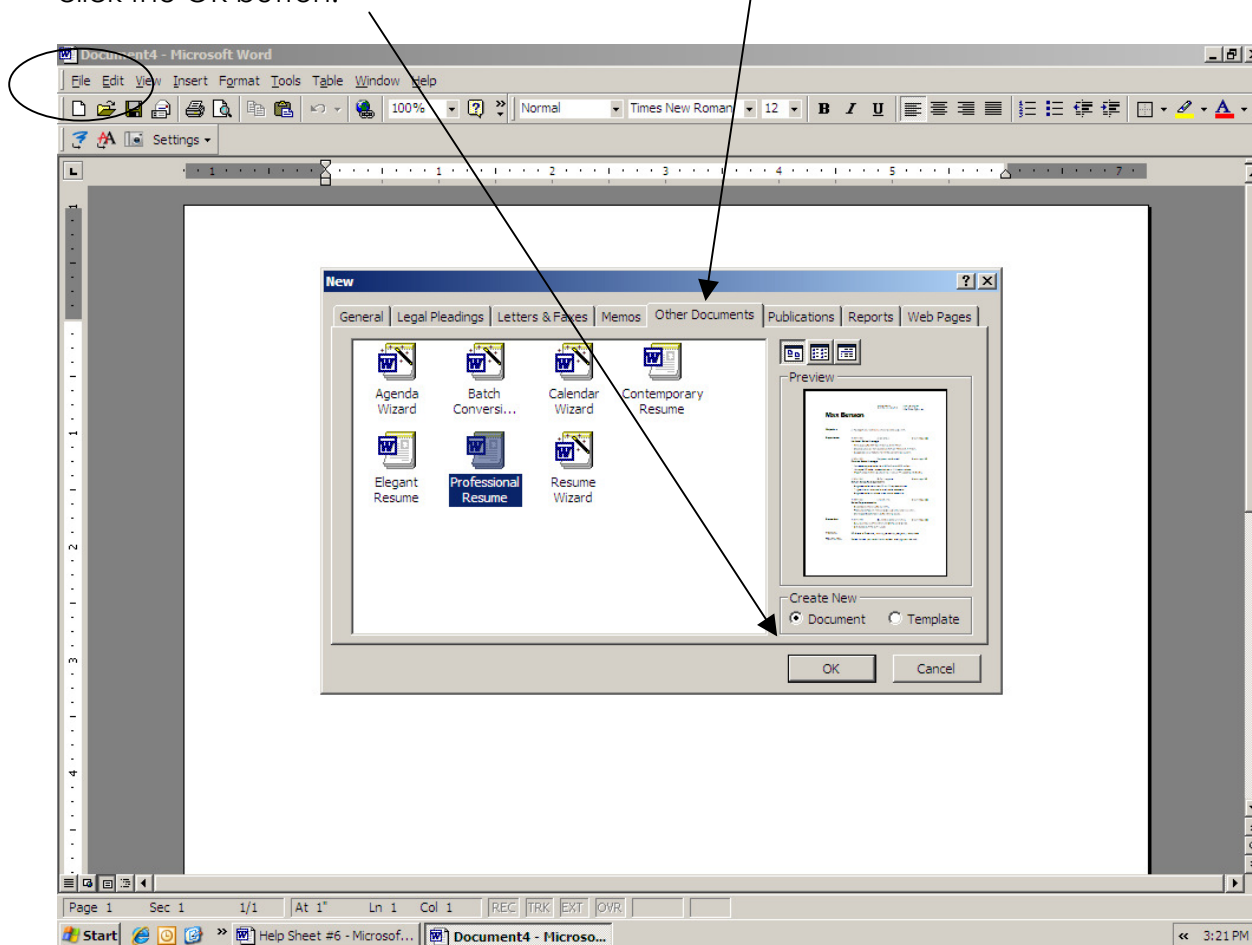


Microsoft Word, the world's most popular word processing software, makes it easy to create professional looking resumes by using resume templates. These templates save time and offer excellent layout and formatting options. Using the templates is as easy as filling in the blanks. Follow these steps to make a professional quality resume.

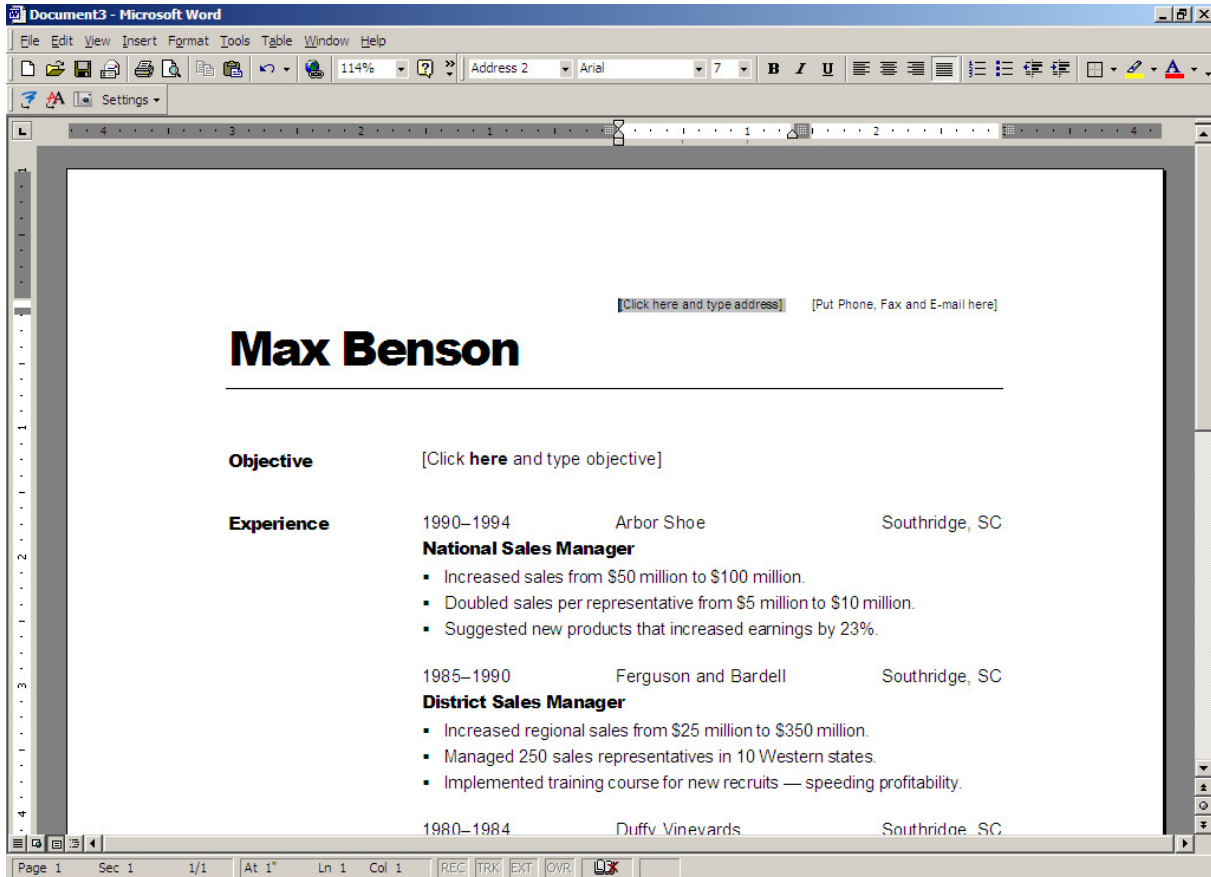
**STEP ONE:** Launch Word and click on the File drop down menu (top left), then select New to find the resume templates. **TIP:** For word processing, a template is a pre-formatted guide to which you can add your own content.

**STEP TWO:** In the dialog box, click on the tab Other Documents and look for the resume templates. Different versions of Word will offer different templates, but most of them will include the Contemporary, Elegant, and Professional resume templates. Scan the Preview image to see if you like the template. Select the template you want by double clicking on the template's icon, or single click the icon and then click the OK button.



~~continued on reverse~~

**STEP THREE:** Once the new file appears on your desktop, you can begin editing the template. Simply move your cursor to the text you want to change, erase it, and add your own content. **TIP:** To erase text to the right or in front of the cursor, use the Delete key, to erase text on the left of or behind the cursor, use the Backspace key.



**NOTE:** All of Word's usual formatting options are available for use in these templates, so if you do not see something you like, edit the document as you would any other Word document. For example, the margins can be reset, and the font style can be changed as can the pitch size, etc.

**STEP FOUR:** File and save the document as you would any Word file, then close the application.

**If you need help, please ask a librarian. 413-263-6828, ext. 213**