Resumes in Microsoft Word

- Open Word. Click the blue **File** tab. Choose **New**, then choose **Resumes and CVs**.
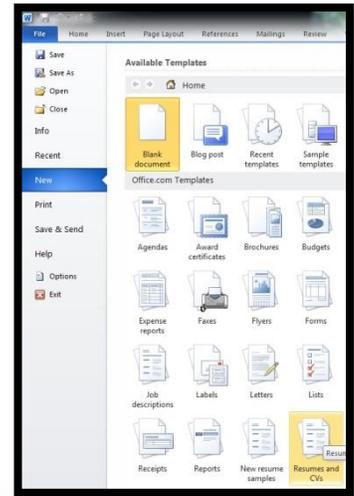
- Choose **Basic Resumes**.

- Select a Template. **Chronological resume** is a good choice.
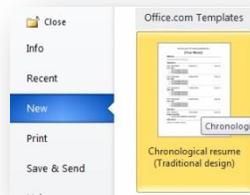
- Download the chosen resume template.

- Choose a location and give your resume a filename so you can find it easily later.
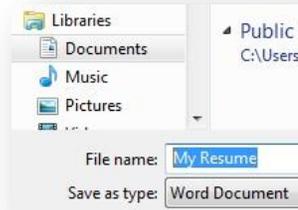
- If you get a warning about formats, don't worry about it, Just click OK.
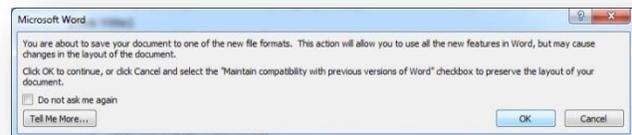
- You should now have a window open with the top **Title Bar** reading the same as the filename you chose. You can now begin entering your information. When you are finished, just click **Save.**