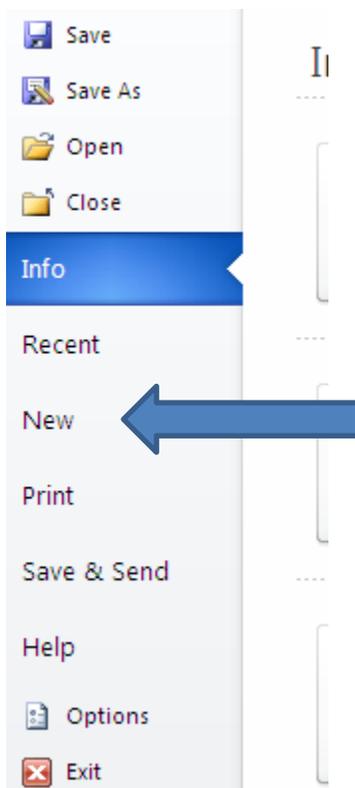# Word 101 for Jobseekers

Creating a Resume from a Template

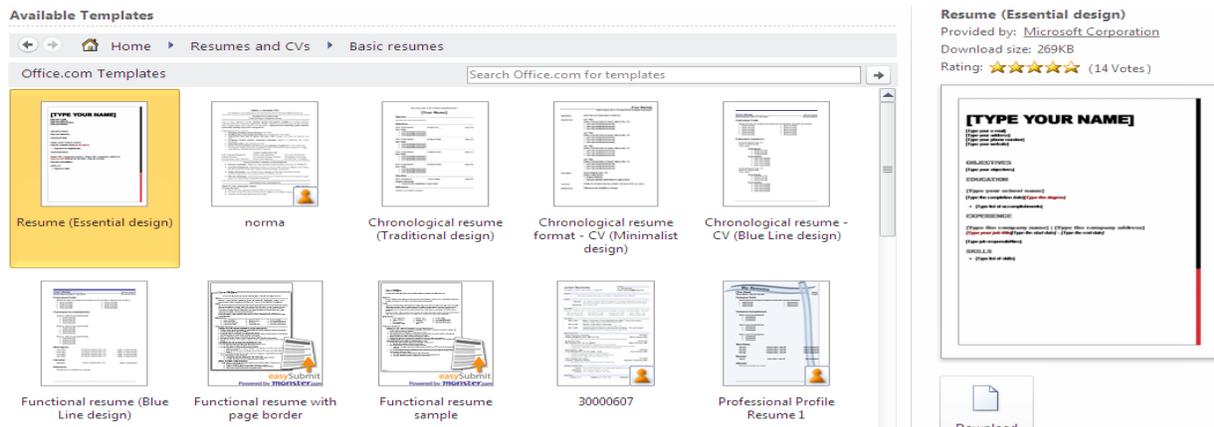1. Click on the orange Office button in the upper left corner of the screen

2. Click on "New"

3. Scroll through the list on the left side of the screen and select "Resume/CVs"

4. Depending on your needs, select either "Basic", "Job-specific" or "Situation-specific" resumes

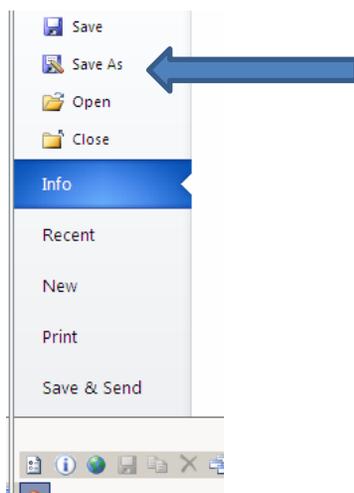5. A preview of the resume will appear in the right corner when you click on a template from the list.

6. Once you find a template you like, click on the "Download" button

7. Once the template downloads, you can type in your information

Saving Your Resume

1. Click on the Office button in the upper left corner of the screen.

2. Select "Save As"

3A. Choose the "Word 97-2003 Document" option. This will allow potential employers and other people you send your resume to who have older versions of Word to open your document.

3B. Choose the "PDF" option. This will allow people to open your resume using a software called Adobe to open and read your resume, but they will not be able to make changes to it.

4. Name your document

5. Choose where you would like to save your resume. If you are working on your resume at the library or on someone else's computer you will want to save your resume to a flash drive, or email it to yourself.

6A. To save to a flash drive:

- Choose "My Computer"
- Select the flash drive
  - o Usually the last one of the list
  - o Drive E or J
  - o Name of the device will appear
    - If your flash drive was made by HP the device will appear as HP (v100) E:

6B. To email to yourself:

- Choose "Desktop"
- Open your email
- Click on "Write message"
- Type in your email address in the "to" field
- Put "resume" in the subject so you know what it is
- Click on "Attach files"
- Click on "Browse"
- Choose "Desktop"
- Click on your resume
- Click on "Open"
- Click "Attach"
- Your resume is now attached!
- Hit "Send"