

Using the Word Resume Wizard

1. Open Word
2. Go to New Office Document
3. Choose "Other Documents"
4. Choose Resume Wizard
5. Select Elegant Resume
6. Choose Entry Level Resume
7. Fill in the fields with your correct information. (Leave blank any information that does not apply to you.)
8. Choose all headings that apply to you. You should especially include the following:
 - » Objective
 - » Education
 - » Work or Volunteer Experience (Community Service)
 - » Hobbies
 - » Interests or Activities
 - » References (3 adult references that are not relatives)
9. Optional Headings – Choose only if there is one that is especially suited to a skill or strength that you possess and is related to the occupation you are seeking.
10. Add/Sort headings – you can rearrange the order that the headings will appear on your completed resume. You should put the most important information or category first. This should be your objective (reason for seeking the position).
11. Click on FINISH.
12. Completed form will show up. Fill in all your information in the brackets.
13. Check for spelling, punctuation, grammar and keyboard errors.
14. Print when you have checked the final version.