

Résumé Project

You will be creating a single page résumé - this is a document that lists your skills, education and experience. While there are several ways to style this, for the purposes of this class we are going to use a simple page layout. Beginning to keep track of your personal information is a good thing to start at your age as you never know when you might need it.

Refer to the sample résumé as needed.

1. Put your Name across the top of the page (centered)
2. Put your address, phone and email on the following lines (centered)
3. Add a Job Objective - what type of work you are looking for
4. Draw a Divider Line to make it look a bit neater or add an image
5. Insert a Table - make it 2 columns by 5 rows
6. On the left column side add these titles

Work Experience

Skills

Accomplishments

Education

Hobbies & Interests

7. On the right side for each title make a bulleted list and add short facts

General Tips

- Click and Drag on the row and column bars to adjust spacing
- when complete you can hide the border
- Keep to one page
- Phrases only - no sentences
- Use action verbs and adjectives in descriptions
- Keep the text in black and white and use easy to read fonts and styles to make the page attractive yet easy to read
- Check grammar and spelling