

Resume Template Instructions

1. Select the General, Two Address or Public Interest Resume Template.
2. After opening the appropriate template, "Save" the document to the appropriate location.
3. When you receive notification that the download is complete, "Open" the template.
4. Click on each shaded text field to enter your information. You cannot Tab between entries. (If you accidentally double-click on a form field, you will be presented with some formatting options. Simply "Cancel" out of this option to return to your resume.)
5. To add additional educational institutions or additional employers, first copy and paste any additional educational institution or employer form fields in the appropriate place and then enter your information. (This step will allow you to enter this additional information in the same format as that in the preset fields.)
6. Note that throughout your Education section, similar activities may be grouped in the same bullet point.
7. Refer to the Action Verbs list on the Career Strategy Center website (<http://www.law.northwestern.edu/career/jobsearch/documents/actionverbs.pdf>) for suggestions on the words you should use to begin each employment description.
8. Delete any categories from the Additional Information section that are not applicable to you.
9. Customize other sections of your resume as appropriate.
10. Once your resume is complete, use the "a" on the Forms toolbar to remove all remaining form field shading. (To view the Forms toolbar, select View, Toolbars and Forms from the main Word menu.)
11. Save your completed resume.