

Microsoft Resume Templates

Microsoft resume templates are available as a free download for Microsoft Word users to use to create a resume or CV. Microsoft Word resume options include basic resumes, job-specific resumes (i.e. banker, computer technician, journeyman electrician) and career-specific resumes (i.e. career change, advanced degree, return to workforce).

There is also a smaller selection of resumes stored in the Templates section of Microsoft Word.

To access these resume templates from your computer:

Open Microsoft Word, then click on:

- File
- New
- Templates or New from Template

Click on either:

- Templates on Office Online (browse a large selection) or
- Templates on My Computer
- Other Documents (four resume templates)

To access the Microsoft Resume Templates online:

Visit Microsoft Resume Templates (<http://office.microsoft.com/en-us/templates/CT101043371033.aspx>), browse the resume templates, then click on the resume title to preview the resume sample. Click the Download Now button, then follow the instructions to download the resume template to your computer.

Use the Resume Template to Create a Customized Resume

Once you have downloaded or opened a resume template file, type over the text in the file to create your own, personalized resume.

Make a Resume in Word Video

This video (<http://video.about.com/consulting/Make-a-Resume-in-Word.htm>) will step you through the process of using a Microsoft Word template to write your resume.

Microsoft Word Cover Letter Templates

Microsoft cover letter templates are available as a free download for Microsoft Word users, or available within your Word program, to use to create cover letters. Microsoft cover letter template options include general cover letters, job-specific and career-specific cover letter samples.

More Microsoft Letter Templates

Microsoft letter templates are available as a free download for Microsoft Word users, or are available within your Word program, to use to create a variety of letters. There are letter templates for cover letters, resignation letters, reference letters, thank you letters, interview letters, and a variety of business letters.

Please Note: Not all templates may work with all versions of Word, so check before you download. There will be a message next to the download button advising if there are restrictions.