

# Lab 1: Microsoft Word: Resume

## Purpose:

For this lab, you will create a chronological resume using Microsoft Word.

## Instructions:

Create a new document for the resume. Do not use Microsoft Word resume templates. The resume will be 1-2 pages. Use 12 - 15 point Times New Roman or similar font.

Include the following sections:

1. **Identification/Heading**
2. **Objective or Summary**
3. **Education**
4. **Special Skills**
5. **Work/Internship Experience**
6. **Honors/Awards and Activities**
7. **Interests**
8. **References**

Review the [Career Exploration and Development website](#) for more information about the [parts of the chronological resume](#). There are also [sample resumes](#) at their site.

## Submission:

You will submit your resume as an attachment to the Lab assignment in Blackboard. You will be submitting two files: A Word document and a PDF (portable document format).

Save your files using the following naming convention:

- **Lastname-Firstname-Lab#-Title.docx** (e.g.: Smith-James-Lab1-Resume.docx)
- **Lastname-Firstname-Lab#-Title.pdf** (e.g.: Smith-James-Lab1-Resume.pdf)

Visit this website for instructions on [how to save a word document as pdf](#).