**STEPS FOR RESUME**

1. Open MS Word and start a blank document.
2. Go to file menu and click on New.
3. Search for any installed Template of Resume and open it. If not available, you can install a new one after going online.
4. In the template, you will be asked to enter your data and information. Fill your appropriate information.
5. After finishing the fill-up of your data, go to file menu and save your file after giving a proper name.