

Microsoft Word Assignment: Building a Professional Resume

[Download PDF](#)

Objective: This assignment will guide you through the process of creating a professional resume in Microsoft Word that effectively showcases your skills, experiences, and achievements.

Task:

1. **Open Microsoft Word:** Launch the latest version of Microsoft Word on your computer / Mobile Phone.

2. Resume:

- **Contact Information:** Your full name, email address, phone number, and optional website or LinkedIn profile URL.
- **Summary/Objective:** A concise overview of your skills, qualifications, and career goals.
- **Education:** List your academic qualifications in reverse chronological order, including institution names, degree titles, graduation dates.
- **Experience:** Detail your professional experiences, internships, or volunteer work. Include company names, job titles, dates of employment, key responsibilities, and achievements using measurable results.
- **Skills:** Highlight your technical and soft skills relevant to your desired career path.
- **Additional Sections:** Consider including optional sections like awards and honors, publications, languages spoken, or relevant extracurricular activities.

3. Formatting Tips:

- Maintain a consistent font style and size throughout the document.
- Use bold text sparingly for emphasis.
- Apply bullet points or numbered lists for clarity and conciseness.
- Ensure consistent spacing and margins for a professional look.
- Proofread and edit your resume carefully for any grammatical errors or typos.

4. **Save and Export:** Save your resume as a Word document and export it as a PDF file for optimal compatibility and readability across different platforms.

Google Classroom Submission:

1. Upload your completed resume (DOCS format or PDF format) to your Google Classroom assignment.

Resources:

[Use a template to create a resume - Microsoft Support](#)