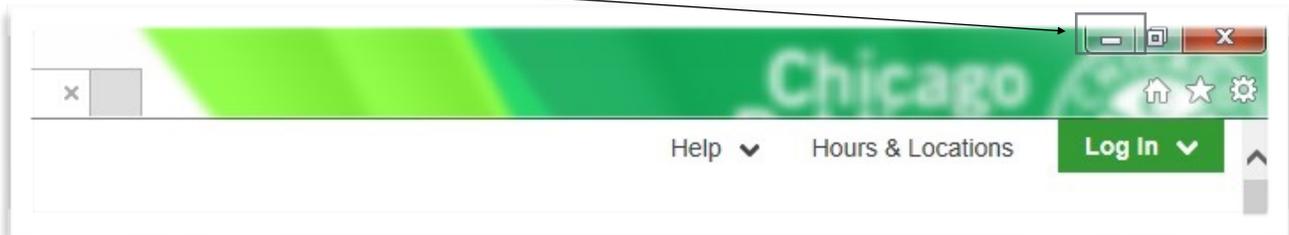


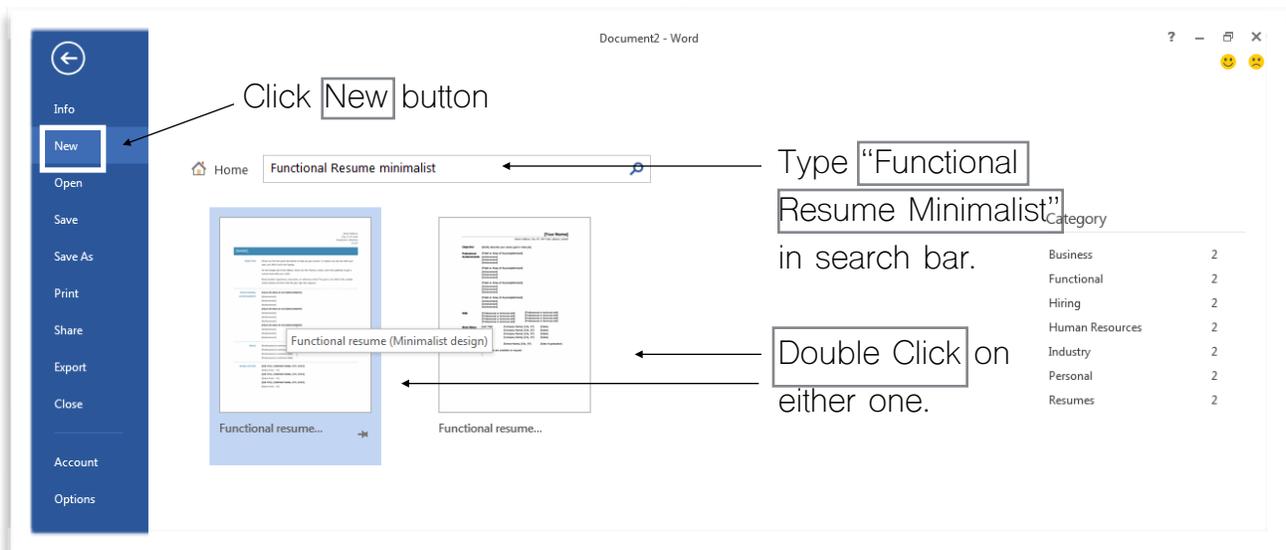
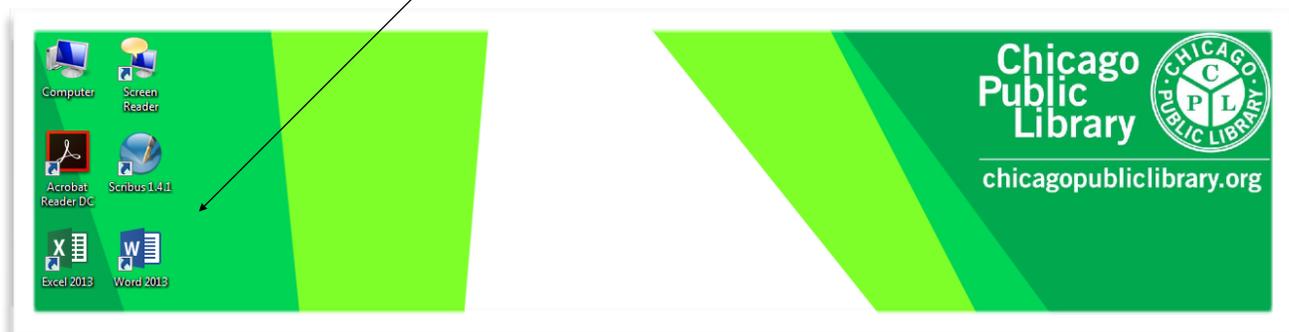
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Click the **Restore Down** button to access computer desktop

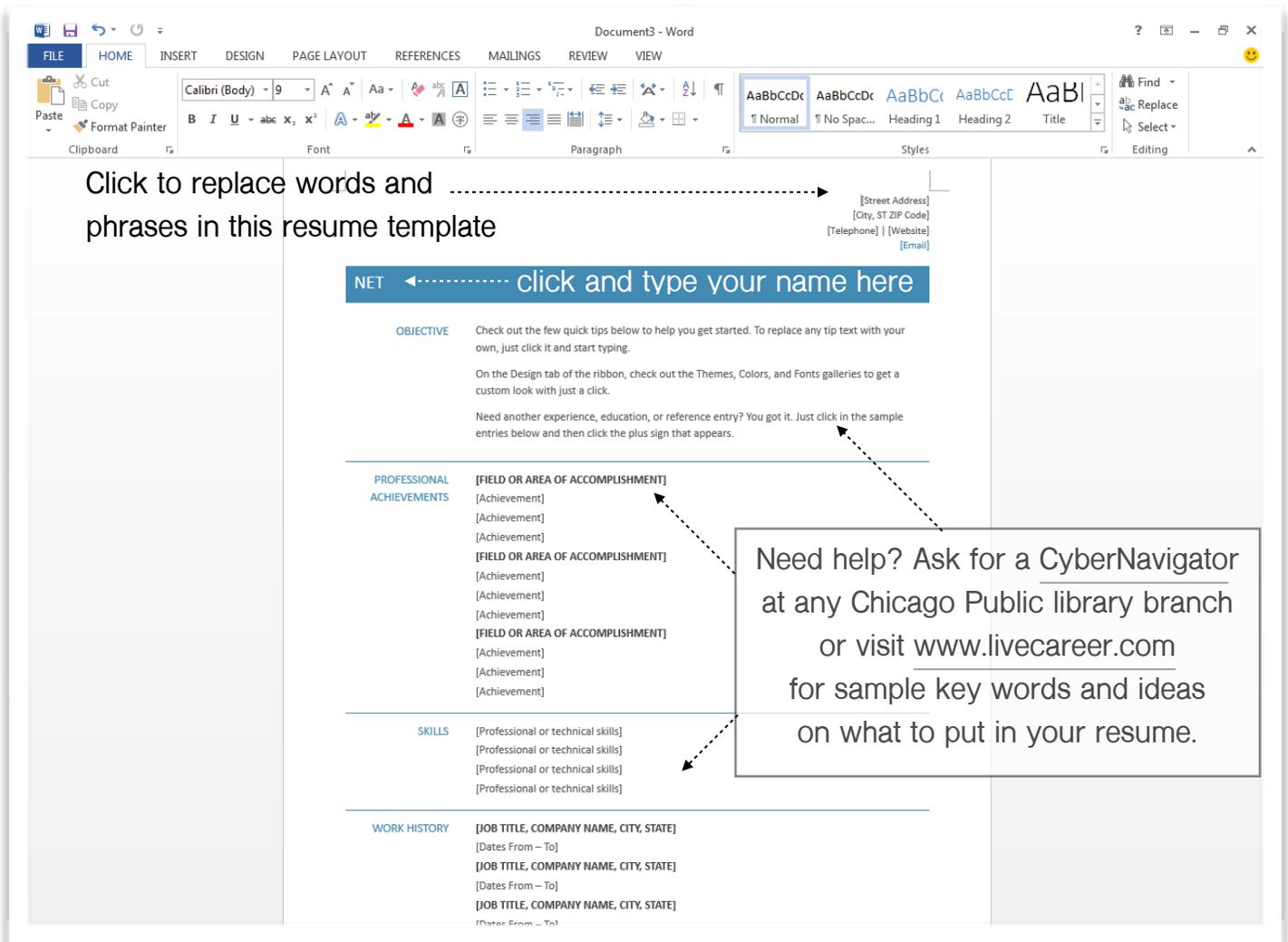


Double click on **Microsoft Word** icon.



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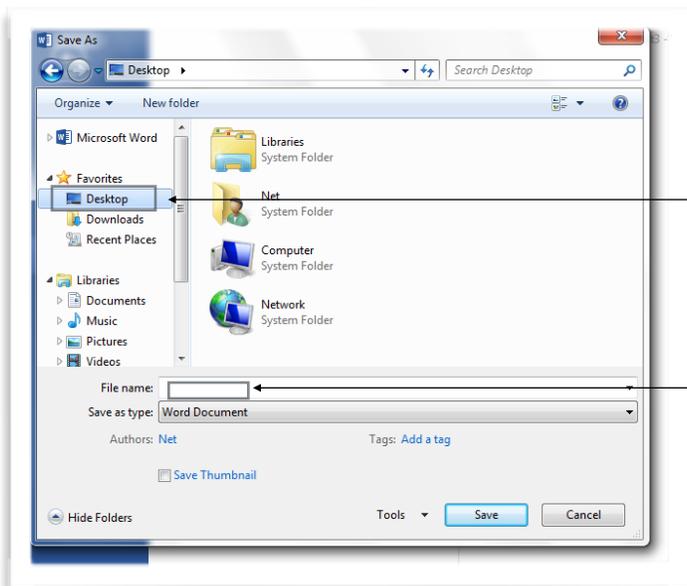
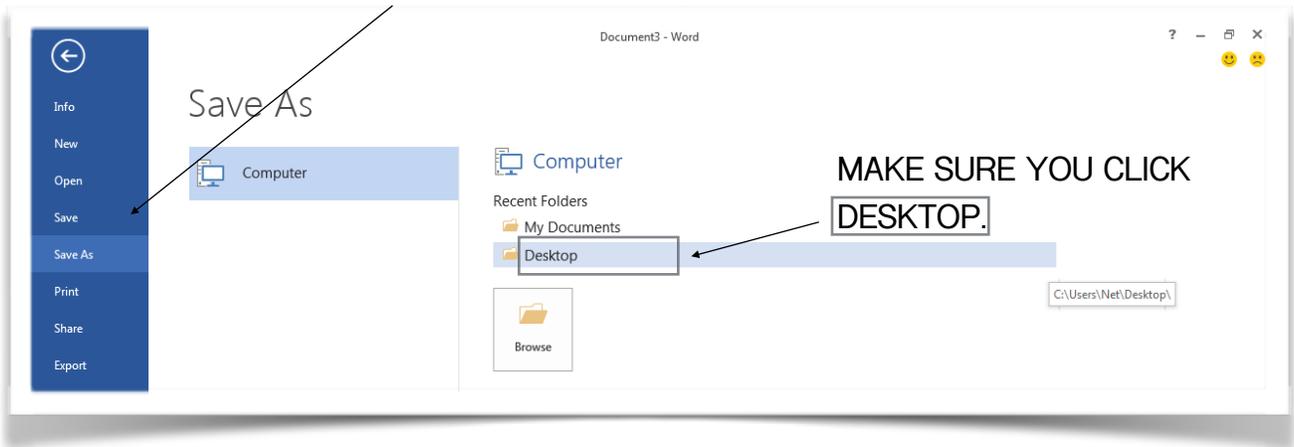
Format your resume. Look at resume books in the library or go to Google.com and research what a resume for your profession looks like. Doing this, ensures you are not missing any valuable information that your potential boss may be looking for.



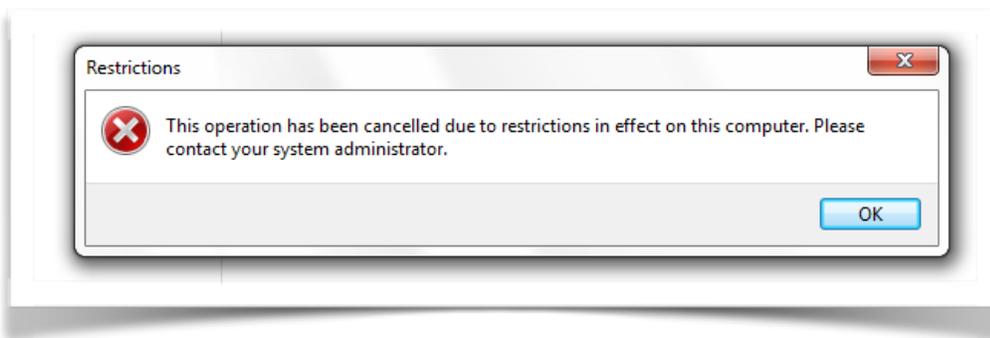
Now that your resume is created and complete you must save it in order to print

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Go to file and click **Save As**.



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