

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Word Processing Resume Project (Microsoft Word)

**Please note: You will have two classes to complete the project.**

**Checklist (Use the checklist to help keep you on track.)**

- You will need to start a **NEW** Microsoft Word file and use the Origin Resume template.
- You will need to **SAVE** your work.
- Please complete a resume that consists of a header (name, school address and school phone number) and body (Objective, Education, Clubs/Activities and Skills).
- Your Objective should be at least one sentence. The Education, Clubs/Activities and Skills sections each need at least two examples.
- You will need to include a bulleted or numbered section for "Clubs and Activities."
- You will need to change the font face.
- You will need to change the font color.
- You will need to change the font size.
- You will need to change the table cell shading.
- You will need to change the table cell border.

**Proofread:** Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

**There are a total of 25 elements.**

Header	Body	Design
your name	4 titles (i.e., Education)	Font face
school address	Objective sentence	Font color
school phone number	School name	Font size
E-mail address	Grade	Cell color
School website	Teacher's name	Border color
	6 bullets total <ul style="list-style-type: none"> <li>• Education (2)</li> <li>• Clubs/Activities (2)</li> <li>• Skills (2)</li> </ul>	Manual bullets
<b>(This section has a total of 5 elements.)</b>	<b>(This section has a total of 14 elements.)</b>	<b>(This section has a total of 6 elements.)</b>

**Edwin Salcedo**

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Piscataway, NJ 08854  
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**Objective**

I want to be an "A" student who follows directions and tries my best.

**Education**

**M.L. King Intermediate School** (Fifth Grade - Ms. Donnelly)

- ▶ Learned to play the recorder
- ▶ Perfect attendance

**Clubs and Activities**

- ▶ Basketball
- ▶ Art Club

**Skills**

- ▶ I can type 10 words per minute.
- ▶ I speak a different language.