**Designing a CV using MS Word 2010 Templates**

**Microsoft Word 2010:** Is a program used to edit documents, letters, researches and any kind of documents you may need.

It is a part of Microsoft Office, which is a full package concerned with Office needs.

**Word Templates:** a template in Word is a ready-made document, designed for a certain purpose, where you can use the template, update it a little to accomplish your needs.

**How to download a template?**

* Open MS Word.
* From “File” tab, go to “New”



In this window, you can find several categories of available templates. Such as: Brochures, Forms, Flyers, …etc.

* Use the search box, to search for CV templates. Just write “CV”, and press the arrow button.



Several designs and types of CV templates will appear.

* At the right of the screen, you will find an image displaying the design of any selected template, you can depend on it when selecting the design you like most.
* Select the design you want, and press the “Download” button.
* The following is an example of a template. Each [ ] contains a description of the information that you can add. Add the information, but of course don’t forget to delete the [ ].

Example of a Template:

| [Address, phone, email] |
| --- |
| **[Your Name]** |
| **Objective** | [Briefly describe your career goal or ideal job] |
| **Experience** | [Dates] | [Company Name] | [City, ST] |
|  | [Job Title]* [Job responsibility/achievement]
* [Job responsibility/achievement]
* [Job responsibility/achievement]
 |
|  | [Dates] | [Company Name] | [City, ST] |
|  | [Job Title]* [Job responsibility/achievement]
* [Job responsibility/achievement]
* [Job responsibility/achievement]
 |
|  | [Dates] | [Company Name] | [City, ST] |
|  | [Job Title]* [Job responsibility/achievement]
* [Job responsibility/achievement]
* [Job responsibility/achievement]
 |
|  | [Dates] | [Company Name] | [City, ST] |
|  | [Job Title]* [Job responsibility/achievement]
* [Job responsibility/achievement]
* [Job responsibility/achievement]
 |
| **Education** | [Dates] | [School Name] | [City, ST] |
|  | [Degree obtained]* [Special award, accomplishment, or degree minor]
 |
| **Interests** | [Briefly list interests that may pertain to the job you want] |
| **References** | References are available on request. |

* Using such template will save time and effort, so that you just fill the information, while the document is designed and the sections are listed ready to be filled.
* Of course you can remove or add any information.
* For example: you don’t want to add “Interests”, you can simple remove this part.
* If you like to add a new part for example, volunteer work, you can add it with the same format, or replace an existing part that you want to remove.

**Online Templates**

Microsoft provides you with additional Word templates that can be either downloaded for free, or bought.

Visit [www.microsoft.com](http://www.microsoft.com), search for “Word CV Templates”, and you can find links to guide you to other templates on line.

**Examples of Good and Bad CVs**



Try to find the mistakes done in this CV.



**Exercise**

Use a ready Word Template and write your CV using the tips given in previous lectures.

You are also requested to add a cover letter at the beginning.