

# Creating a Resume in MS Word

## Gain the Knowledge and Skills to Create a Resume with MS Word

Learn how to:

- Format resume sections
- Reformat MS Word into plain text and pdf file formats
- Identify a Chronological, Functional and Targeted resume

**Attractive Resume Design**

**Microsoft Word**

This is a 1-hour virtual workshop available via Zoom

Register for this **FREE Workshop** at the **AJC East Office** nearest you or online at **cthires.com!**

**americanjobcenter**  
**EAST**

**Montville • 601 Norwich New London Turnpike,  
Suite 1, Uncasville • 860-848-5240**  
**Danielson • 562 Westcott Road • 860-774-4077**  
**Willimantic • Tyler Square, 1320 Main Street • 860-450-7603**

To learn more about the wide range of workshops available, visit [EWIB.org/workshops](http://EWIB.org/workshops), [CTHires.com](http://CTHires.com) or [JobCenterCT.com](http://JobCenterCT.com).

Workshops are available either virtually or in-person. Check the monthly calendar for availability. Some workshops require a minimum number of participants to avoid cancellation.

Many of these workshops are funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources.

This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.



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