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**Chapter Case**

Chapter 8 Word Processors

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# Chapter 8 Word Processors

## My First Resume

Matthew was finally old enough to get a job and make some money to save or buy the things he wanted. Finding a part-time job while he was still in school was a lot harder than he thought. He searched the internet for job opportunities and asked all of his friends where they worked. No matter where he searched or who he talked to, one thing was in common.

Matthew needed to write a resume that he could hand to anyone who may want to hire him. It seemed like such a simple task, but Matthew wasn’t sure where to start. Matthew needs some advice on how to create his first resume.

## Case Questions

1. Locate the templates available for a word processing application that you have access to. Search the templates for a “Resume.” Review the “Resume” template of your choice. List and describe the word processing features used in the “Resume” template.
2. Use the “Resume” template in your word processor application to create your own resume. As you fill out the “Resume” template, be sure to use the application to check your spelling and grammar. Verify the print layout of your resume. Save the resume and print a copy. After you complete your resume, write a short narrative describing what you would recommend Matthew needs to do to create his first resume.