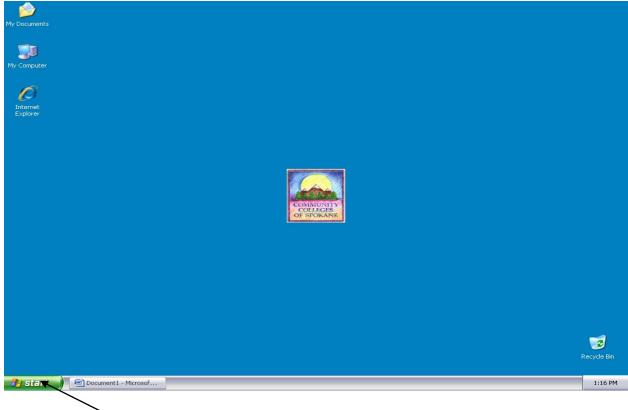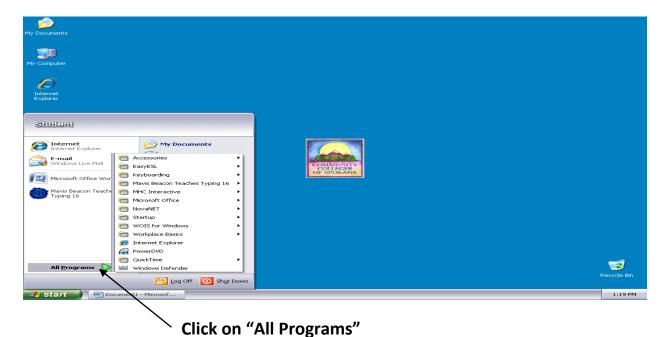**After logging in your screen will look like this:**
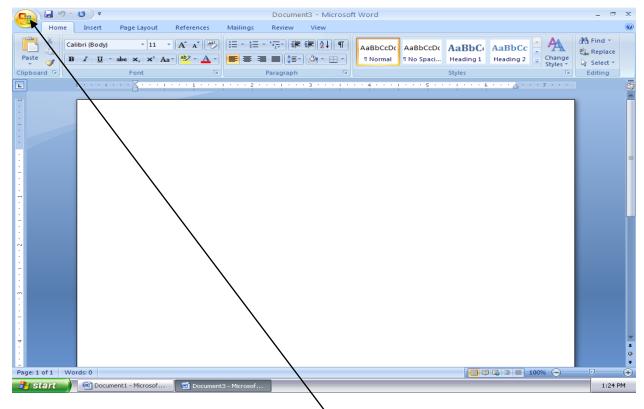

Click on the Start Button

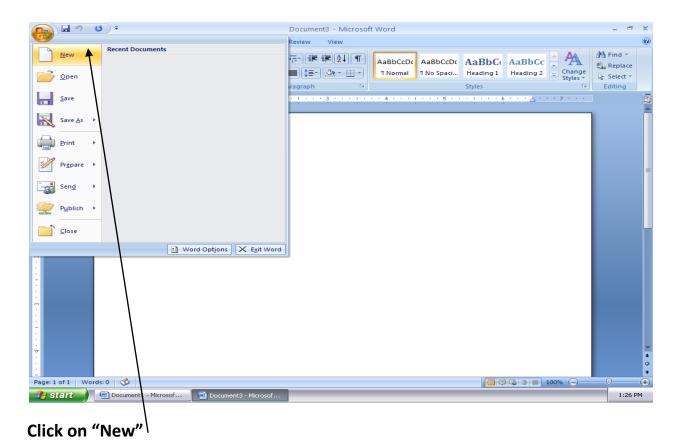**Click on "All Programs"**

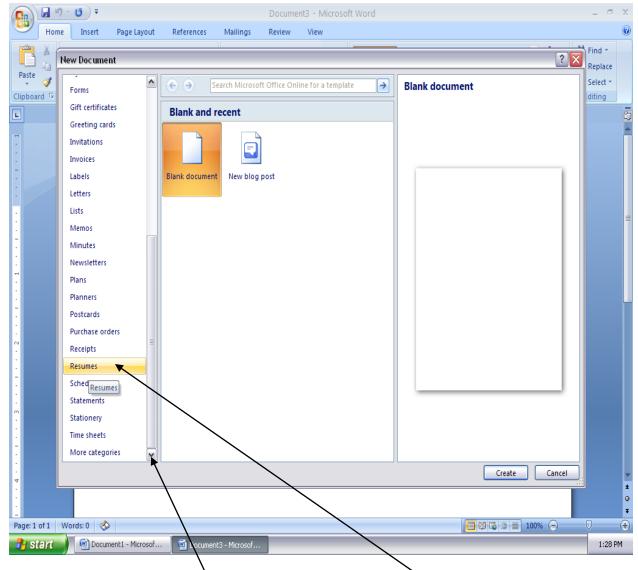**Click on "Microsoft Office" then select "Microsoft Office Word 2007"**
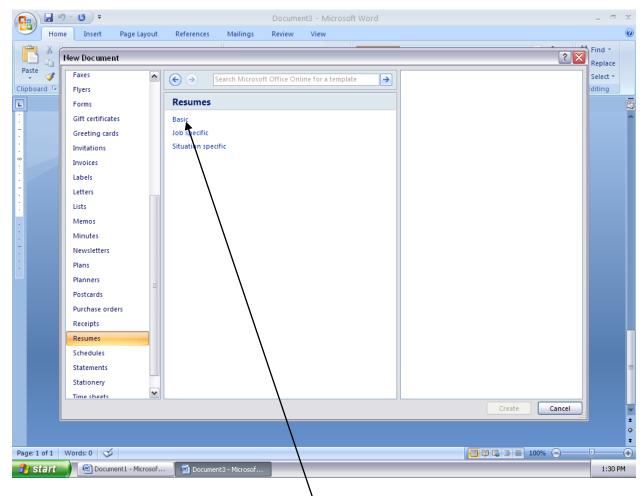
When Word opens click on the Office Button

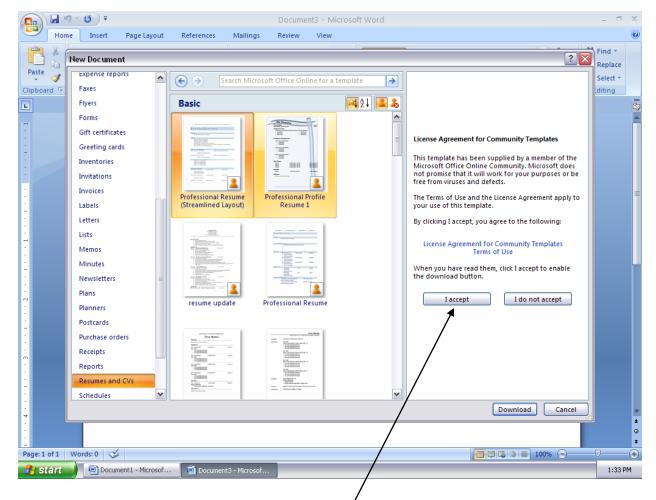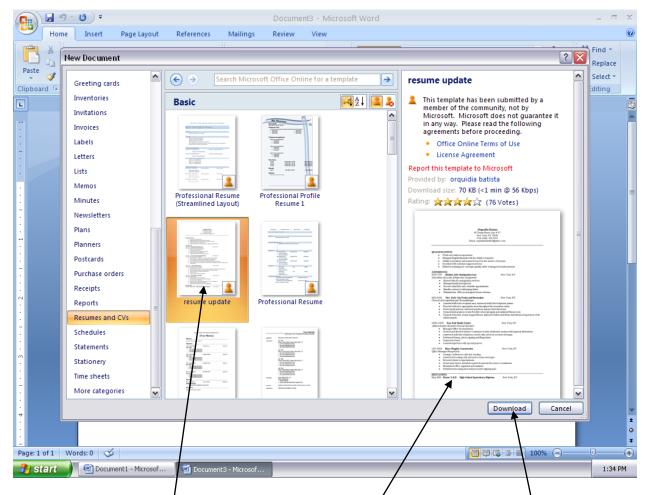**Click on "New"**

On the left side, scroll down until you see "Resumes". Click once.

In the Middle pane, click on "Basic" <u>once</u>.

In the Right pane, click on "I Accept" <u>once</u>.

In the Middle pane, click <u>one time</u> on the resume you want.

It will show an example thumbnail picture of it in the Right pane.

When you find the one that you want, click on the "Download" button.