



Using Google Docs to Create a Resume

Welcome!
Everyone is muted.
Feel free to
unmute yourself to
speak or use the
chat.

Our agenda

- How to use and access Google Drive (starting at minute 4:25 - 6:03)
- How to access and create a Google Doc (starting at minute 6:04 -7:00)
- Templates and formatting for resumes (starting at minute 7:01 - 20:52)
- How to share a resume (starting at minute 25:05 - 32:01)
- General resume tips (starting at minute 21:07 - 25:04 and more at 32:04-42-47)

Referenced links

- A Gmail account - www.gmail.com
- You can follow along in your own gmail account, or just watch
 - Other links:
 - Drive.google.com
 - Docs.google.com
- [McCombs Resume Template](#)
- [Videos on career advice](#)