Handsome Dan

New Haven, CT ▪ (555) 123-4567 ▪ bulldog@yale.edu

EDUCATION **YALE LAW SCHOOL**

 J.D. expected, May 2025

 Activities: Yale Athletics, Team Mascot

 #2

 #3

EXPERIENCE **U.S. DEPT. OF EXAMPLES**, Office of Resumes June–August 2023

 *Legal Intern*. Description…

 **MICROSOFT WORD**, Styles Department January–May 2023

 *Formatting Expert*. Description…

For more detailed information, see Microsoft Support:

* [Apply Styles](https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109)
* [Customize or Create New Styles](https://support.microsoft.com/en-us/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563)
* [Using the Ruler in Word](https://support.microsoft.com/en-us/office/using-the-ruler-in-word-775014ca-7bb9-4b75-ba19-4478c4a836d1)
* [Insert or Add Tab Stops](https://support.microsoft.com/en-us/office/insert-or-add-tab-stops-06969e0f-2c81-4fe0-8df5-88f18087a8e0)
* *See generally* [Microsoft 365 Training](https://support.microsoft.com/en-us/training)