In French, the word is spelled with two acute accents, "**résumé**"
Merriam-Webster's Collegiate Dictionary (11th ed.) lists this spelling first: "**résumé**"

To create the acute e you can
press and hold down [Ctrl] control, type an apostrophe ', let go of [Ctrl], and then type an e
or
in the Windows search type *char* to open the character map, and scroll down to find é to paste
or
press and hold [Alt] , type 0233, and then let go of [Alt]

A résumé typically lists, at a minimum:
Contact information   Goals or objectives   Education   Experience   References

Tips:
Goals or Objectives: Some people say that objectives are no longer necessary in a résumé – at best, they are unnecessary, and at worst, they are outdated. However, a résumé objective that focuses on your skills and abilities can actually enhance your resume by convincing employers that you know what you want to do, and show how it could help them. Rather than setting a goal as "Looking for a job where I can use my … skills,"
I suggest turning it sideways, show how your skills could help them… "Get a job with a firm where I can employ my … skills to increase the success of your company."

Typically I recommend listing what is most likely to get you a job toward the top, so for most college students Education would come before Experience.
Make sure you include the 5 W's for both Experience and Education
Where you worked or went to school
When you worked there or attended there
What you did there or what you studied there
Who they can contact
Why you left to job or what degree earned
A bulleted list is a great way to convey this information. Help with lists is on the next page.

Include contact information for people aside from a direct supervisor who can vouch for your skills.
Don't put "Available upon request" as employers are too busy to ask for more information and wait.
They may have 200 applications, if they don't see what they are looking for quickly when scanning, you're out.

Ideally, a résumé should fit on the front of one page, and again the most relevant items at the top. If I was a brain surgeon, and my hospital closed and I worked at a convenience store, I list brain surgeon first… that is, not necessarily in chronological order. To better make it fit, I suggest creating a table to spread information across the page.
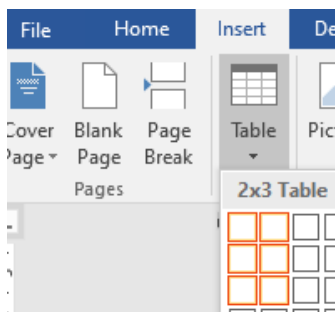
Final tip: Create a generic résumé first, but then create new copies that you customize to each time to better target the résumé to the specific job you are applying for.

Example, I teach web design and graphics… my generic résumé has those skills in that order, but I would rearrange the list to show my graphics experience first, if the listing was for a Visual arts position, say.

PS Don't fudge on your résumé… it could cost you the job when you are caught.

OVERLY Simple Example, before formatting (I have not added enough items in my lists, you should do better):

Résumé of R. Craig Collins

2600 S 1st, Temple, Texas 76504

254-298-8461

craig.collins@templejc.edu

Goals: to find a job where I can use my skills to provide great service for your company.

Education	University of North Texas • PhD work in Computer Education University of North Texas • MS Degree University of Texas El Paso • BBA with Honors in Management Information Systems
Experience	Temple College • CIS Faculty, Department Chair, Professional Development Coordinator University of Mary Harden Baylor • Adjunct Computer faculty Cedar Valley College • Adjunct Computer faculty
References	Payne N. Diaz, Provost, Temple College dude@templejc.edu Kent C. d'Trees, Division Director, Temple College 4dforrest@templejc.edu Warren Peace, Director of eLearning, Temple College tolstoy@templejc.edu

During the formatting process, you can select the table and change the column widths, and hide the table border… then make the labels in the left column bigger and bold, for example. If it is a tad too long to fit on one page, perhaps adjust the line spacing to single space with no space before or after the paragraphs, or adjust the margins.
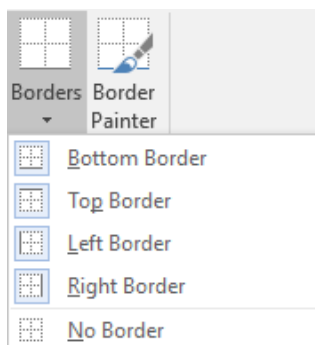
For help creating your Résumé
R. Craig Collins Word Reference Word Reference

Text Basics https://edu.gcfglobal.org/en/word/text-basics/1/
Formatting Text https://edu.gcfglobal.org/en/word/formatting-text/1/
Line Spacing https://edu.gcfglobal.org/en/word/line-and-paragraph-spacing/1/
Lists https://edu.gcfglobal.org/en/word/lists/1/
Page Layout https://edu.gcfglobal.org/en/word/page-layout/1/
Tables https://edu.gcfglobal.org/en/word/tables/1/
More Word online resources https://edu.gcfglobal.org/en/word/

How to create a more professional résumé, using Templates in Microsoft Word.

Open Microsoft Word and go to File > New. Type resume into the search box. Click a resume template that you want to use. Click Create to download and open the resume template in MS Word.

Note: some templates require more work to 'fix' than if you started from scratch… you may have to copy rows of the table and paste them in different locations to get the order you want, etc. Select wisely….