Penny A. Smith	**Psmith@yahoo.com**
1134 Apple Lane	Willoughby, Ohio 44094	(440) 951-4755

Career Goal:	Accounting and Business you fill in what your interested in

Education:	♦ 2018- Present iSTEM EARLY COLLEGE HIGH SCHOOL
	              8140 Auburn Road
	              Concord Township, Oh. 44077
	              440-358-8038

Areas of Study:	Well-acquainted with: ♦ Honors English ♦ Honors Math ♦ Algebra	♦ Calculous ♦ Chemistry ♦ French 3 ♦ Intermediate typing

Areas of Technology	♦ Integrated Office – 2016
	     ♦ Word, Excel, Power
	          Point Liner & Nonlinear
	♦ Google Software
	♦ Doc, Sheets, Slides, Forms
	♦ Liner & Nonlinear Power
	     Point- Slides
	♦ Multimedia
		♦ Graphics
		♦ Excel
		     ♦ Amortization
		     ♦ Payroll
		     ♦ Forecasting
		     ♦ Functions
		     ♦ Hlookup & Vlookup

Academic Honors and Activities:	National Honor Society, Teacher's Aid, Football, Basketball, Track, Cross Country
Computer Systems:	Windows 10 Macintosh
Experience:	Little Caesar's Pizza … Made Pizza 4823 Robinhood Drive Willoughby, Ohio 44094 951-4047 Childcare Mr. And Mrs. Smith .. Two children 1842 Harding Drive Wickliffe, Ohio 44092 951-4755
References:	Will be supplied upon request

Using a Table to create your Resume.

1. Change the font size to 12, & tap enter key ten times then bring the cursor back to the top.
2. Go to table and insert a table with two columns and about ten rows. Take the middle border and slide it to the left. You will need more space in the right column. On the first row you need to type in your name bold and vary the size of the letters.
3. You need to complete the resume so it is complete and current.
4. Click no border. You must use spell check to make sure all spellings and phone numbers are correct.
5. Create a folder called RESUME – COVER LETTER
6. Save twice once normal document and again as a PDF file. Remember this as this is just an example resume. You will update this in the future and your cover letter.