



Lesson 7 Creating a Resume – Part 1 Cover Letter Part 2

In this video Part 1 we will show you how to create your resume. Your resume should only be one page long and be current in all areas.

You may need to create a four column table with as many rows as needed. Only place 6 rows to start off as you may add an extra row by just hitting the tab key while the cursor is in the last row and column. Highlight the first two rows and right click and find merge. This will eliminate the middle cell. Fill in your information per row and adjust the columns as needed. Move the middle line over to the left as you will need more spaces on the right column than the left. When you have completed adding information to your resume go to table properties and change the border to white. This will make the table blank and your resume will be clean and neat. Save twice once as a normal document and again as a PDF file. Watch the film carefully to see how you may design a table in a table.

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:	<ul style="list-style-type: none"> ◆ 2018- Present iSTEM EARLY COLLEGE HIGH SCHOOL 8140 Auburn Road Concord Township, Oh. 44077 440-358-8038 	
Areas of Study:	Well-acquainted with: <ul style="list-style-type: none"> ◆ Honors English ◆ Honors Math ◆ Algebra 	<ul style="list-style-type: none"> ◆ Calculous ◆ Chemistry ◆ French 3 ◆ Intermediate typing
Areas of Technology	<ul style="list-style-type: none"> ◆ Integrated Office – 2016 <ul style="list-style-type: none"> ◆ Word, Excel, Power Point Liner & Nonlinear ◆ Google Software ◆ Doc, Sheets, Slides, Forms ◆ Liner & Nonlinear Power Point- Slides ◆ Multimedia 	<ul style="list-style-type: none"> ◆ Graphics ◆ Excel <ul style="list-style-type: none"> ◆ 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	