

<b>Penny A. Smith</b>		<b>Psmith@yahoo.com</b>
1134 Apple Lane		Willoughby, Ohio 44094 (440) 951-4755
<b>Career Goal:</b>	Accounting and Business you fill in what your interested in	
<b>Education:</b>	<ul style="list-style-type: none"> <li>◆ 2018- Present iSTEM EARLY COLLEGE HIGH SCHOOL</li> <li>8140 Auburn Road</li> <li>Concord Township, Oh. 44077</li> <li>440-358-8038</li> </ul>	
<b>Areas of Study:</b>	Well-acquainted with: <ul style="list-style-type: none"> <li>◆ Honors English</li> <li>◆ Honors Math</li> <li>◆ Algebra</li> </ul>	<ul style="list-style-type: none"> <li>◆ Calculous</li> <li>◆ Chemistry</li> <li>◆ French 3</li> <li>◆ Intermediate typing</li> </ul>
<b>Areas of Technology</b>	<ul style="list-style-type: none"> <li>◆ Integrated Office – 2016             <ul style="list-style-type: none"> <li>◆ Word, Excel, Power Point Liner &amp; Nonlinear</li> </ul> </li> <li>◆ Google Software</li> <li>◆ Doc, Sheets, Slides, Forms</li> <li>◆ Liner &amp; Nonlinear Power Point- Slides</li> <li>◆ Multimedia</li> </ul>	<ul style="list-style-type: none"> <li>◆ Graphics</li> <li>◆ Excel             <ul style="list-style-type: none"> <li>◆ Amortization</li> <li>◆ Payroll</li> <li>◆ Forecasting</li> <li>◆ Functions</li> <li>◆ Hlookup &amp; Vlookup</li> </ul> </li> </ul>
<b>Academic Honors and Activities:</b>	National Honor Society, Teacher’s Aid, Football, Basketball, Track, Cross Country	
<b>Computer Systems:</b>	Windows 10 Macintosh	
<b>Experience:</b>	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	
<b>References:</b>	Will be supplied upon request	

You are going learn a new approach designing a resume. This is a new and totally different manner. You will only use the lines from a table to help you place information in the correct location after you are finished typing your resume, you will erase all lines except for the two needed above. You will find that this is an easier way to create a resume. Using tables in your word processing assignments will allow you to have a neater and easier to create you paper. Printout your resume in PDF format.

**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.