

YouTube Video for a Simple Resume in Word using Tables.

<https://www.youtube.com/watch?v=Z1ccyPmLHj8>

Free Microsoft Word Resume Templates

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

Cindy Anderson	201 Anderson Drive Lawrenceburg, Kentucky 40342 (502) 680-1818 cindy.anderson@gmail.com	
Career Objective:	I am a motivated, aspiring finance and accounting professional seeking an opportunity to learn alongside industry leaders in the tech space where I can apply my skills and further develop my passion for mathematics.	

Career Objective:		
Education:		
River Tech High School		

Education

River Tech High School

Graduation Date: May 2019

GPA: 3.8

Relevant coursework: Intro to Business Studies, Calculus 1 & 2, Advanced Geometry

Experience & Activities

Finance & Accounting Internship

Crane & Jenkins, Fall 2018

- Performed systems analysis, testing and documentation for existing processes
- Organized process to decrease time spent reviewing by 10%
- Project team selected as winner for most innovative at program-end

Mathletes Team Captain, 2017–2018

- Lead weekly team meetings and developed practice events to prepare for the annual Winter Math Competition
- Team won nine of 10 competitions during tenure as team captain
- Increased spring sign-ups through recruitment events by 15%

Cashier

Thompson's Grocery, 2015–2017

- Strategically plan ahead according to high traffic times of day
- Handle register during high pressure
- Conduct all transactions involving gift cards, refunds, and store credit

Awards & Achievements

Intro to Business Certification

Member of the Key Club 2016, 2017, 2018

Academic Honor Roll 2014–Present

Skills & Abilities

Quickbooks

G Suite

Active listening

Accepting constructive criticism

Problem-solving

As a high school student, you have the ability to develop an impressive resume filled with relevant coursework, volunteer work, skills and abilities and other experiences that make you a great fit for a job. By highlighting your greatest strengths, skills, abilities and future aspirations, you'll have a lasting impression on employers.