

CSCI 101: Problem Solving with Computers

Lab 4: Creating a Resume Using Basic HTML

Due Dates **Sec A: 9/28/10 by 11:59 pm; Sec B, C: 9/29/10 by 11:59 pm**

Email to: csci101fall10lab4@gmail.com

Important: please read through the entire lab because it contains useful information – it will save you time in the long run. AND remember you will be tested in concepts taken from both lecture and lab material. It is also highly recommended that you review Chapter 4 and the class notes. This lab may take more than the lab period – you are always expected to continue lab exercises beyond the class hours.

Goals

to create your resume using basic html

Overview

1. You want an online resume so that you can send prospective employers a link to showcase your academic and professional achievements – very tech-savvy of you.
2. First design your resume using paper and pencil or using Word – so you have an idea of what you want it to look like.
3. Then open Notepad (from the 'start' menu in the Windows environment)
4. Save it on the shared drive on your desktop as LastName_FirstName_Lab4.txt e.g. Hardy_Nazli_Lab4.txt
5. Then save it again – this time as LastName_FirstName_Lab4.htm
6. You should be able to open the .htm file using the browser of your choice (double-click to open or right click for more options)
7. Under no circumstances should there be any sharing or copying of styles – this is your resume, your style, your life.
8. **Be sure to save your work on your MyVille Briefcase before you log off** – and you will be able to access your files from anywhere. Remember that even if you save it on the desktop of the lab computer, your work may/ will be lost upon you logging off.
9. Start creating your resume on Notepad using html tags you have learned in class
10. Remember the lectures are geared to help you through lab so keep your notes close by
11. A good place to start is with your name and address. Save the .txt file again (ctrl S) and view the .html file. If you keep your browser running, you only need to reload the page to see the changes.
12. Continue adding a little at a time, checking to see that it displays as expected.

Your final document should have **at least** the following:

- your **name, address, phone number and email address**...these should be **centered** on the page
- place **a line** between the section above (containing your name, address, phone and email) and the next section (containing your educational background)
- a description of your **educational background**, including a **link to the Millersville University home page (www.millersville.edu)** – there should be a heading like **"Educational Background"**
- a **list of previous employment** (summer work, etc.), with dates (**use an unnumbered list**) - – there should be a heading like **"Relevant Experience"**

- a **list of relevant classes you have taken** – and a one line description of the class (use **definitional lists**) – there should be a heading like **“Relevant Classes”**
- create an **“additional information” table** that lists, for example, your awards, activities, and hobbies – or 3 items that are relevant to your field of work. See example below:

Additional Information

Awards	Activities	Hobbies
Civil Leadership	Traveling	Reading
CUNY Scholarship	Hiking with Family	Design

- a **list of references with contact information** (e.g., phone numbers, e-mail addresses). You can make up names if you need to (**use an ordered list**) there should be a heading like **“References”**
- a .jpg or .gif **image** (keep it small) of some sort...a picture of yourself or one that is relevant and professional. Place this picture in an appropriate location on your resume. This file must be available elsewhere on the Web and you should use the full URL to the file in order for the picture to appear on your web page.

Note that it will be very obvious if you generate the HTML from a program/ software other than a simple text editor. Other more complex programs generate code that is difficult to read and if you do use such programs/ software to generate the HTML, you will receive a zero on this assignment.

Submission Guidelines

1. Once you have finished the lab, please **email your 2 files – the .txt and the .htm** - to the email address listed at the top of this page – copy and paste the email address so that you are assured of reaching the correct email address. **Both files should be attached in 1 email message.**
2. Please do not email labs to my email account.
3. If you have successfully submitted your lab, you should received the following autoreply:
 From: CSCI101 Fall [mailto:csci101fall10lab4@gmail.com]
 Sent: Date of Receipt
 To: you
 Subject: Receipt of Lab

Dear Student,

Your lab 4 has been received.

Thank you,
 Dr. Hardy

Resources

Chapter 4 in book
 your class slides/ notes
 the Internet