***A picture containing text, clock

Description automatically generated***

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**Activity**

My Resume Web Page

MODULE 12: HTML and Website Development

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 12: HTML and Website Development

## Activity: My Resume Web Page

The student copies the code for a resume web page by adding their personal information.

## Standards Assessed

* **13.01** Create a basic web page.
* **13.04** Use basic functions of HTML, DHTML, and XML editors and converters.

## Teacher Notes

Students will use Notepad or Notepad++ if available on their computing device. Students will use any web browser to view their work.

## Estimated Student Completion Time

* 45 minutes in-class activities x 3-4 classes

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

Use the table below to make sure students cover all required elements in the assignment.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Content:**  All information is included on the web page. |  |  |
| **Appearance:**  Web page displays correctly (images, colors, bullets, etc.) |  |  |
| **Functionality:**  Web page functions properly (hyperlinks work). |  |  |
| **Spelling/Grammar:**  There are no grammatical mistakes on the web pages. |  |  |
| **Total Points** |  |  |

# Activity: My Resume Web Page

**Student Instructions**: Create a web page based on your resume.

1. Create a new folder called **My Resume** in the location specified by your teacher.
2. Open a new Notepad++ file.
3. Copy the following code and paste it into the Notepad++ file.

<!DOCTYPE html>

<html>

<head>

<title>My Resume</title>

</head>

<body>

<b><center><p style="font-size:125%;">Your Full Name<br>

Your Address<br>

Your Phone Number<br>

Your Email Address</p></b></center>

<hr>

<h4>EDUCATION:</h4>

<p>Name of School and year(s) attended. Include GPA if 3.0 or higher</p>

<h4>EXPERIENCE:</h4>

<p> Name of business/organization and year(s). Describe work and/or volunteer experience. </p>

<h4>ACTIVITIES:</h4>

<ul>

<li>Name of club and/or extracurricular activity you are/were involved in and years(s). </li>

<li>Name of club and/or extracurricular activity you are/were involved in and years(s). </li>

<li>Name of club and/or extracurricular activity you are/were involved in and years(s). </li>

</ul>

<h4>SKILLS:</h4>

<ul>

<li> Languages you speak in addition to English. </li>

<li>List certifications you earned. </li>

<li>List name(s) of software you are proficient in using. </li>

</ul>

<h4>AWARDS/HONORS:</h4>

<ul>

<li>List any awards/honors you received (honor roll, competitions, sports, etc.)</li>

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</ul>

<h4>REFERENCES:</h4>

<p>Available upon request</p>

</body>

</html>

1. Save the file as **MyResume.html** in your My Resume folder.
2. Make changes to the MyResume.html file by deleting the instructions/example text and adding your personal information.
3. Check for spelling and/or grammar errors. Make corrections, if necessary.
4. Save the Notepad++ file again as MyResume.html in your My Resume folder.
5. Select the **View** from the Menu Bar. Then select **View Current File in** and choose the web browser of your choice.
6. Make sure the required elements display correctly as shown in the table below.
7. Edit the file as needed.
8. Save the Notepad++ file again as MyResume.html in your My Resume folder.
9. Submit the files as instructed by your teacher.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Content:**  All information is included on the web page. |  |  |
| **Appearance:**  Web page displays correctly (images, colors, bullets, etc.) |  |  |
| **Functionality:**  Web page functions properly (hyperlinks work). |  |  |
| **Spelling/Grammar:**  There are no grammatical mistakes on the web pages. |  |  |
| **Total Points** |  |  |