

Assignment Guidelines: RESUME

General Instructions:

- **Deadline: Section A: Nov. 25, Section B and C: Nov. 28**
- **Send an email or use GSpace to upload your file to our class Gmail account**
 - please name them as "section_number_name_type" with underlines between each word.
 - You can produce the document using Word 2003 or 2007, but please save it as “.doc”
- **Give me printouts (leave them in my mailbox) if you want feedback in writing.**
- **Late assignments will not be accepted!**

Specific Requirements:

- Give a title using WordArt
- Show me that you know how to use Text Boxes and work with Gradients
- Show me that you know how to use Word Drawing Tools
 - Draw Lines and change their colors
 - Use AutoShapes
 - Adding Fill Effects to your Shapes
- Insert your photo
- Pay attention to the overall effects (styles, text effects...)