PROJECT #4

Creating a Virtual Resume

New Skills Reinforced:

In this activity, you will practice how to:

1. insert graphic images.
2. resize graphic images.

OBJECTIVE:

To illustrate a traditional-style resume using PowerPoint

PROJECT SCENARIO:

Whether you are applying for a part-time job for summer employment or an internship with a Fortune 500 company, you undoubtedly will always need to have a current, up-to-date resume. Instead of the traditional paper resume, this project requires you to create a "virtual resume" using PowerPoint.

STRATEGIES AND DESIGN TIPS TO FOLLOW:

1. Use action words when describing yourself and match your skills with those you think the employer is looking for.

2. It is important to keep your message brief and concise so you don't bore your audience with unnecessary information.

3. Use a maximum of one or two fonts (typefaces) throughout the presentation.

BEFORE YOU BEGIN:

1. Carefully read through all parts included in this project.

2. Prior to starting any work on your computer, use the *Present It! Planning Layout Form* to sketch the content, layout, and design of the presentation you will be creating for this project. Use multiple copies if necessary.

3. Use the *Present It! PowerPoint Presentation Tips* provided in the Introduction as a guide while working on this project.

4. Unless otherwise noted, the layout, design, type size(s), and style(s) for this project will be left for you to decide.

Project 4: Creating a Virtual Resume

INSTRUCTIONS:

1. Using Microsoft PowerPoint, create a NEW blank presentation.

2. Save the presentation as **PROJECT 4 – VIRTUAL RESUME**.

3. Edit **slide 1**.

   ❑ *Using separate text boxes, key the text as shown.*

   ❑ *Center align text boxes 1 and 2.*
   ❑ *Place text box 3 in the bottom right corner.*
   ❑ *Insert a photo image of yourself. If photo is not available, use an equivalent clipart image.*
   ❑ *Resize the graphic image so that it fits proportionately on the slide.*
   ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	[Your name]

   2
   [Your street address]
   [City, State, Zip code]
   Phone: [Your phone number including area code]
   E-mail: [Your e-mail address]

   3
   [Project number and title]
   [Current date]

4. Insert **slide 2**.

   ❑ *Using separate text boxes, key the text as shown.*

   ❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Education**

   2
   [The name, address, phone number, and Web site address of your school.]
   [Your grade level]

   3
   [Include a list of a minimum of three courses you have excelled in.]

Present It!

5.   Insert **slide 3**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Work Experience**
2	*[Include a list of your current or previous work experience to include the following information:* *-Employer's name(s)* *-Job title(s)* *-Date(s) employed* *-Job description(s).]* *[Note: If you have never held a job, list things you have done that show you are capable of being a responsible employee.]*

6.   Insert **slide 4**.

❑ *Using separate text boxes, key the text as shown.*

❑ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Activities, Awards, and Achievements**
2	*[Compose a list of awards you have received and the date you received them. For example: "National Honor Society, 2006, 2007."]*
3	*[Compose a list of extracurricular activities you have participated in. For example: "Yearbook, 2007, 2008."]*
4	*[Compose a list of awards and recognitions you have received in each activity. For example: "Captain, President, All-State Honors, etc."]*

7. Insert **slide 5**.

□ *Using separate text boxes, key the text as shown.*

□ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Special Skills and Talents**
2	*[Compose a three to five sentence paragraph that describes some of the special skills and talents that you possess. For example, public speaking, creative writing, leadership skills, etc.]*

8. Insert **slide 6**.

□ *Using separate text boxes, key the text as shown.*

□ *Center align text box 3.*
□ *Place text box 3 at the bottom of the slide.*
□ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**References and Availability**
2	*[Compose a list to include the following information:* *-The days and times you are available to work.* *-A list of three people (not related to you) who can attest to your work abilities and skills.]*
3	**References available upon request.**

9. Insert **slide 7**.

□ *Using separate text boxes, key the text as shown.*

□ *Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.*

1	**Thank you for viewing my virtual resume.**

10. Resave the presentation.
11. Run the slideshow and proofread your work carefully for accuracy, design, and format.
12. Print a copy of your presentation as handouts using 3 or 6 slides per page if required by your instructor.
13. If required, present this presentation to your instructor and/or your class.

Present It!