CLA CS-101 (B1)
Introduction to Computers
Fall 1995

Homework # A
(msWord)
Due on Tuesday 11/14/95

General Remarks:

- ◇ Read the problem specification very carefully so as to know exactly what is required and what to hand in. If you have questions, ask!
- ◇ The technical quality of the work as well as the way you present it is very important. Pay attention to details. This will pay off with better grades.
- ◇ The material necessary to master msWord is in the *Approaching Macintosh* textbook. A copy of this text is on reserve in the Science and Engineering Library.
- ◇ You are welcome to use a different Windows/PC or Mac application similar to msWord to complete this Homework. However, the course staff is *not* obliged to help you if need be.
- ◇ All solutions should be handed in with a cover sheet that specifies your full name, and your `login` name.

Assignment:

Using **msWord** prepare your own Resumé and a cover letter to go along with it. A resumé is a 1-page document that describes an individual's education, work experience, extra-curricular activities, honors and awards, ... *etc.* A cover letter accompanies the resumé and is intended to give a wordy explanation of your interest in a job, in a scholarship, ... *etc.* For an example look at the Approaching Macintosh text (page 154-155). The visual impact of a Resumé is very important. The examples in the Approaching Macintosh text are not necessarily of the best quality. For example, the name and address would be look better if centered. Make sure to use appropriate fonts and styles so your resumé would stand out. Notice that it is a challenging task to do this and at the same time pack your resumé with all the information you may want to reveal (say) to a potential employer!

Note: Except for your name, you can include any information in your resumé or cover letter, even if inaccurate or incorrect. Of course, your resume and cover letter should be different from the ones in the textbook.

Have Fun!