

## Electronic Resume Assignment Grading Criteria

Deadline: Wednesday, July 16<sup>th</sup>  
Drop-Dead Deadline: Friday, July 18<sup>th</sup>

- 1) Header  
Your name is large and prevalent, including relevant information.
- 2) Objective  
Objective is clear, concise, and job-specific.
- 3) Organization of Information  
Information is easily accessible through use of appropriate links.
- 4) Use of Tables  
Use of at least one table to organize information.
- 5) Links, Targets and Anchors  
All links work. The user is provided with a clear means of navigation.
- 6) Background and Images  
Use of an appropriate background and one image.
- 7) Overall Layout and Style  
Text is easily read either on screen or printed. A well organized technical document.
- 8) Mastery of Technology  
HTML file and all necessary files are stored on one PC format disk. No unnecessary files are included. Disk is write-protected and includes typed instructions for use on the label.