Task 2 (Individual):

I.   <u>Due</u>

   at the beginning of class.

II.   <u>Objectives</u>

   1. Learn how to deal with **Resume / CV**

III.   <u>References</u>

   1. Slides and handouts posted on the course.
   2. Section handouts.

IV.   <u>Software Required</u>
   1. Microsoft Word

V.   **<u>Assignment</u>**

   1- Assume that you want to send your CV to Microsoft company at smart village.
       How to make your own professional CV by summaring your personal data,
       education, achievements, goals, job experience (if possible) on one or two pages.
       keep your CV clear and easy-to-read with one or two different font styles and
       sizes. Avoid the busy look of too many styles and sizes.

TA:Mohamed Loey