

Final Individual Project — Personal Job-Seeking Website¹

(Google Sites / GitHub Pages)

What you need to do²

Build a job-seeking personal website to showcase your skills and projects (you may include your course individual/group projects). Choose one platform:³

- Google Sites, or⁴
- GitHub Pages (github.io).

Submission: Submit a Word document containing your website URL.⁵

Required Sections (Website must include)⁶

Your website must include at least the following 6 sections (as separate pages in the navigation bar or as sections on one page):⁷

1) Home / Headline⁸

- A one-sentence positioning statement (what kind of job/internship you are seeking)⁹
- Key tags (e.g., Data Analytics / ML for Business / Python / SQL)

2) About Me¹⁰

- A short self-introduction (3–8 sentences)¹¹
- Education background (school/major/graduation time; “expected” is acceptable)
- Your strengths / focus areas (2–4 bullet points)

3) Skills¹²

- Technical skills (e.g., Python, SQL, Excel, ML, NLP, statistics, visualization) — based on your actual skills¹³
- Business skills (e.g., problem framing, A/B testing, metrics, reporting/storytelling)
- Tools (e.g., pandas, scikit-learn, Power BI/Tableau if used)

4) Projects (Portfolio) — Core¹⁴

- Include at least **two** projects (recommended: one individual + one group project, or more).¹⁵
- Each project must include the following “project card” information
 - Project title + time¹⁶

- **Problem:** what problem you solved (business context) 1
- **Data:** data source/size/main fields (1–2 sentences)
- **Approach:** methods/models/pipeline used (1–2 sentences)
- **Outcome/Impact:** results/value (metrics or conclusions; if no metrics, state clear deliverables)
- **Your contribution:** for group projects, specify what you did
- (Optional) links to code/report (GitHub/Google Drive, etc.)

5) Resume / CV 2

- Provide a downloadable/viewable resume link (PDF link or Google Drive link), **or** 3
- Provide a short resume section on the site (Education/Experience/Projects).

6) Contact 4

- Email (required) 5
- Optional: LinkedIn, GitHub, phone number (not required)

Note: Charts are not required, but your project descriptions must clearly communicate: *what you did + what you can do + what value you created.* 6

Rubric (Total: 20 points) 7

1) Basic information and job positioning (3 points) 8

- 0–1: No clear job target / unclear positioning 9
- 2: Has job target and intro, but highlights are not strong
- 3: Clear positioning (one-sentence headline + clear target role/area) and complete info

2) Completeness and structure (4 points) 10

- 0–1: Many missing sections; confusing navigation 11
- 2–3: Most required sections included; structure is mostly clear
- 4: All 6 required sections included; clear navigation/hierarchy; easy to find projects and contact info

3) Skills presentation and alignment (3 points) 12

- 0–1: Skills listed randomly; not aligned with job target 13
- 2: Skills are clear but lack structure/evidence
- 3: Skills are well organized (technical/business/tools) and can be mapped to projects/experience

4) Project showcase quality (8 points) — Core¹

- 0-3: Too few projects or incomplete info (only titles; no methods/results)²
- 4-6: At least 2 projects; includes Problem/Data/Approach/Outcome
- 7-8: Professional, specific project narratives; clear results/impact; clear personal contribution in group projects; links/attachments are a plus

5) Professional presentation and accessibility (2 points)³

- 0: Poor formatting/many typos; links do not work or access is blocked⁴
- 1: Readable but inconsistent formatting/details
- 2: Clean and consistent layout; mobile-friendly; all links are accessible

Submission Requirements (Word)⁵

Your Word document should include:⁶

- Name / Student ID⁷
- Website link (URL)