# 1. Set Up Your Document

- o Begin with the <!DOCTYPE html> declaration to define the document type.
- o Add the <html> tags.
- o Inside the <html> tags, place the <head> and <body> sections.

# 2. Document Metadata (Inside <head>)

- o Add the <meta charset="UTF-8"> to specify the character encoding.
- o Use the <title> tag to give your webpage a title like "Your Name's Resume."

# 3. Header Section with Nav

- Use the <header> tag.
- Within the header, use an <h1> tag for your name. This will serve as the title of your resume.
- o Add a <nav> tag for a navigation links like home, about, contact.

## 4. Contact Information

- Create a section using the <section> tag with an appropriate heading, e.g.,
  "Contact Information."
- List your details using the 
  tag. For each item (like email, phone number),
  use the tag.

# 5. Educational Background

- o Create a new <section>.
- Use **<h2>** for the section heading.
- Use a combination of <h3> for your university or school name, followed by for your degree, major, and years attended.

## 6. Work Experience

- Create another <section>.
- Use <h2> for the section heading.
- o For each job or position you've held, use <h3> for the job title, followed by for the company name, your roles, responsibilities, and tenure.

#### 7. Skills

- o Use a new <section>.
- Use **<h2>** for the section heading.
- o Create a list using Li>. For each skill you possess, use Li>.

## 8. Hobbies and Interests

- o Create a new <section>.
- o List your hobbies or interests using and tags.

#### 9. **Footer**

- Use the **<footer>** tag to conclude your resume.
- o You can include any copyright notice, date of last update, or a thank you note.

## 10. **Images:**

- o Find three images that you like online.
- o Integrate these images into your HTML document using the <img> tag. You may download these images or use the direct online image link.

## 11. Tables:

- o Create a table that represents a weekly schedule.
- O Your table should have columns for each day of the week and rows for different parts of the day (e.g., morning, afternoon, evening).

o Fill in some activities in your weekly schedule. Be sure to utilize the , , and elements.

#### 12. **HTML Forms:**

- o Design a simple feedback form for a fictional product or service.
- o Your form should ask for the following:
  - 1. Name (text field)
  - 2. Email (email field)
  - 3. Feedback (textarea)
  - 4. A question asking how they found out about the product/service with radio button options (e.g., social media, word of mouth, advertisement).
  - 5. A submit button.
- While this form won't submit to an actual database in this activity, focus on structuring it. Use <form>, <input>, <textarea>, and <button> elements.

## 13. Review and Validate

- Ensure that your HTML follows proper nesting rules, with child elements correctly nested within their parent tags.
- Check your resume for readability and organization. It should be easy for someone to follow and understand.
- You can validate your HTML using online validators like <u>W3C Validator</u> to ensure there are no mistakes.