**Week 2: Resume/CV Writing**

**Lab Objectives:**

By the end of this lab, students will be able to:

1. Understand the structure and components of a professional CV.
2. Draft a tailored CV using **LaTeX on Overleaf** or Microsoft Word.
3. Customize a CV template based on a specific job description.
4. Highlight relevant skills, projects, and experiences effectively.

**Activity: Drafting a Tailored CV**

**Task:**

* Use **LaTeX on Overleaf** or Microsoft Word to create a **professional CV**.
* The CV should be tailored to a **specific IT job description**.
* Include **technical skills, projects, work experience, and education**.
* Follow a **professional CV template** to ensure formatting consistency.

**Instructions for Using Overleaf (LaTeX)**

**Step 1: Create an Overleaf Account**

1. Go to [Overleaf](https://www.overleaf.com/).
2. Sign up for a **free account** using your email or Google credentials.
3. Once logged in, click on **New Project → Resume/CV**.

**Step 2: Select a CV Template**

* You can choose from Overleaf’s **resume templates**:
  + [Awesome CV](https://www.overleaf.com/latex/templates/awesome-cv/jgprkhkztsqx) *(Modern professional design)*
  + [Twenty Seconds Resume](https://www.overleaf.com/latex/templates/twenty-seconds-cv/pztgchwhddfx) *(Minimalist design)*
  + [Deedy Resume](https://www.overleaf.com/latex/templates/deedy-resume/sqybqcgtwqbn) *(Tech-focused format)*
* Click **Open as Template** and start editing.

**Step 3: Customize the Template**

1. **Edit the Personal Information Section:**
   * Name, Contact Information, LinkedIn, GitHub, Portfolio.
2. **Add Professional Summary (Optional):**
   * Briefly describe your skills and career objectives.
3. **Modify Education Section:**
   * Include **degree, institution, year of completion**.
4. **Add Work Experience & Projects:**
   * List **internships, freelance work, academic projects**.
   * Use **bullet points** with **action verbs** (e.g., Developed, Managed, Designed).
5. **Include Technical & Soft Skills:**
   * Example: Python, Java, Networking, Cloud Computing.
6. **Compile & Download the CV:**
   * Click **Recompile** to see changes.
   * Download as **PDF**.

**Alternative: Creating a CV in Microsoft Word**

**Step 1: Select a CV Template**

* Open **Microsoft Word** → Click on **File → New → Resume Template**.
* Recommended **free professional templates**:
  + [Canva Resume Templates](https://www.canva.com/resumes/templates/)
  + [Zety Resume Builder](https://zety.com/resume-builder)
  + [Novoresume](https://novoresume.com/)

**Step 2: Customize the Template**

* Modify **headers, fonts, sections** to fit your details.
* Ensure consistency in **font style and spacing**.
* Use **bold or italicized** text to highlight key achievements.

**Step 3: Export & Submit**

* Save the document as **PDF**.
* Submit the final version via **LMS/Email**.

**Expected Deliverable:**

* A **tailored CV (PDF/word format)** based on a **specific IT job description**.
* Students should ensure **proper formatting, clarity, and relevance**.

**Sample CV Sections:**

|  |  |
| --- | --- |
| **Section** | **Details to Include** |
| **Header** | Name, Contact Info, LinkedIn, GitHub |
| **Professional Summary** | 2-3 lines about expertise & career goals |
| **Education** | Degree, University, Year Completed |
| **Work Experience** | Roles, Responsibilities, Achievements |
| **Projects** | Title, Description, Technologies Used |
| **Technical Skills** | Programming, Networking, Cloud, Cybersecurity |
| **Soft Skills** | Teamwork, Problem-Solving, Communication |