

Practical 1: Design a Professional Resume

Aim : To design a professional resume using online templates.

Objectives

- To understand professional formatting of resumes
- To identify key resume components
- To export resume in PDF format

Materials Required

- Computer with internet.
- Canva / MS Word / Google Docs.

Procedure

- Open the Resume-Designing Application
- Start by launching **Canva**, **Google Docs**, or **MS Word** on your computer.
- MS Word, open the application and select “New Document.”
- Replace the sample text in the template with your **personal details**.
- Insert your educational background in the provided section of the template.
- Add a short, clear career objective highlighting your goals, strengths, and professional aspirations. Keep it concise (2-3 lines) and tailored to the field you are applying for.
- Create a section for **skills**, both technical and soft skills.
- Adjust the text formatting to ensure clarity and readability:
- Scroll through the entire resume to check layout alignment, spacing, colors, and text placement. Make sure the document looks uniform and professional before exporting.
- Once the final layout is ready, export or download the document as a **PDF file**, which preserves formatting, select **File** → **Save As** → **PDF**.

OUTPUT :



AMAN KUMAR

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<https://www.linkedin.com/in/amankumar-aiml>

"To pursue a career in Computer Science with emphasis on AI where I can apply my knowledge and problem-solving skills. My goal is to contribute to impactful projects while advancing to impact my learning and career development."

EDUCATION

MAY, 2025	CENTRAL PUBLIC SCHOOL , JAMSHEDPUR
	Higher Secondary (Class XII), CBSE
	Year of Passing – 2025
	Percentage - 88%
APRIL, 2023	KERALA PUBLIC SCHOOL , JAMSHEDPUR
	Secondary (Class X), ICSE
	Year of Passing - 2023
	Percentage - 95%

SKILLS

Technical Skills:

- Programming : C, Python
- Web Basic : HTML, CSS, JavaScript
- Tools : MS Office, GitHub

Core Skills:

- Artificial Intelligence
- Data Structures & Algorithms (Learning Phase)
- Problem Solving & Analytical Thinking

Soft Skills:

- Communication & Teamwork
- Quick learner
- Leadership Quality

CERTIFICATES

- Completed (Data Science) on Coursera (April '25 - June '25)
- Certification in C Programming / Python / Web Development.

HOBBY

- Reading Tech articles
- Exploring New Programming Languages
- Solving logical thinking question