

# **Resume Making Documentary:**

## **Introduction**

### **1.1 Overview:**

#### Branding Guide:

- Before we start creating the social media post, let's establish the branding assets for the college fest.
- Decide on the colors, fonts, and logo that represent the event's theme.

#### Login to canva:

- If you don't have a Canva account, sign up for a free one
- Once logged in, click on "Create a design" and select "Custom dimensions."
- Enter the dimensions suitable for the social media platform you plan to post on. For example, for Instagram, you can use 1080px by 1080px for a square post.

#### Gathering Information:

- Collect all relevant personal information, including contact details, education, work experience, skills, and accomplishments.
- List any additional sections you want to include, such as certifications, projects, or volunteer experience.

#### Find a Template:

- Explore Canva's templates for Resume/CV designs and select one that aligns with your style and profession.
- Make sure the template is easy to read and presents information logically, and can reflect all information you gathered above.

#### Customise the Design:

- Customise the template's layout to fit your information and preferences.
- Add or remove sections as needed, keeping the structure coherent and organised.
- Adding Personal Information - Insert your name, professional title, and contact information at the top of the Resume/CV.
- Ensure the contact details are clear and easily accessible.

### Highlighting Education and Work Experience:

- Input your educational background, including degrees, institutions, and graduation dates.
- List your work experience, including job titles, companies, dates of employment, and brief descriptions of your responsibilities and achievements.

### Incorporating Visual Elements:

- Add icons or symbols to enhance the visual appeal of your Resume/CV.
- Utilise appropriate colours and fonts that align with your personal branding and the overall design.

### Proofreading and Editing:

- Review the entire Resume/CV for any typos, grammatical errors, or inconsistencies.
- Ensure the document is error-free and presents your information accurately.

### Review and Refine:

- Make any necessary adjustments to ensure the layout is visually balanced and aesthetically pleasing.
- Double-check that all the sections are in the correct order and follow a logical flow.

### Export and Save:

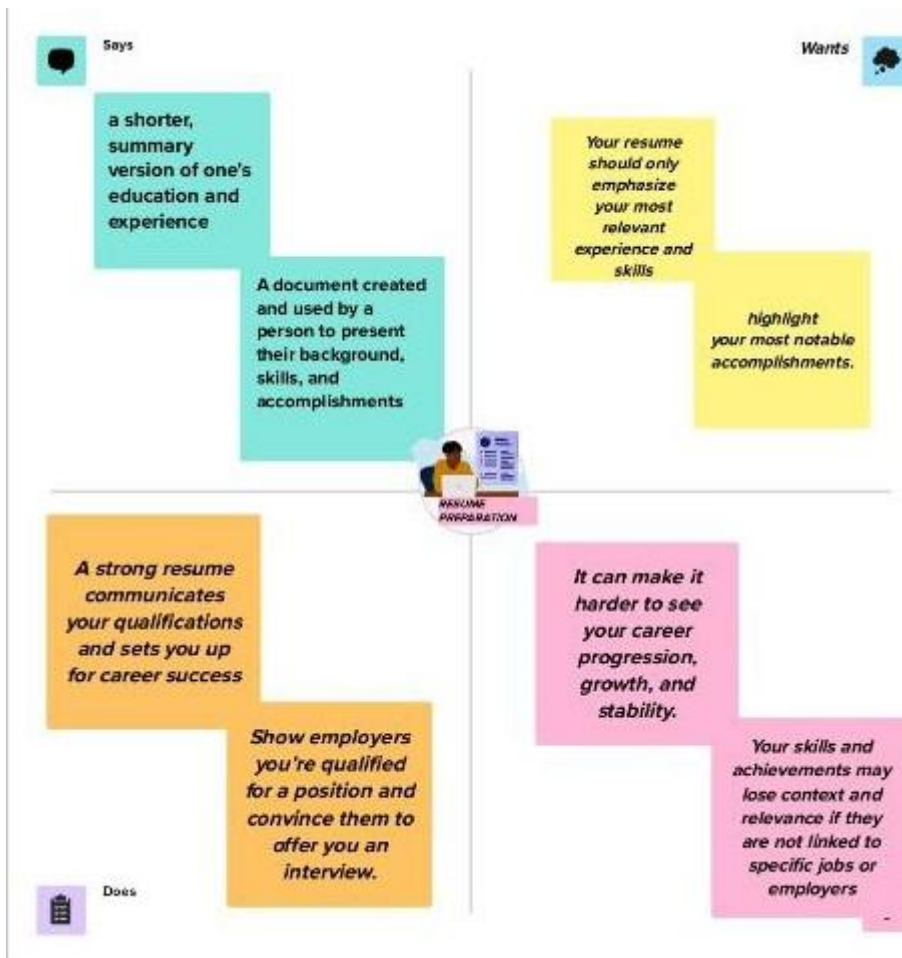
- Save the completed Resume/CV design on Canva to your account for easy access and future edits.
- Export the final design as a PDF or image file, ensuring it's in a format that is widely compatible and maintains its visual quality.

## **1.2 Purpose:**

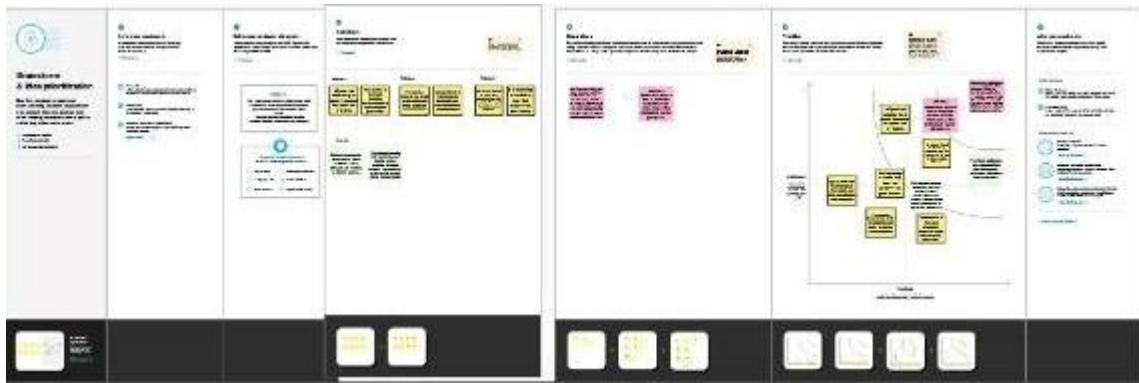
The purpose of making a resume is to effectively present your qualifications, work history, and skills to potential employers. It's a crucial tool for job applications, making a strong first impression, marketing yourself, securing interviews, and tracking your professional development.

## 2. Problem definition & design thinking:

### 2.1 Empathy map



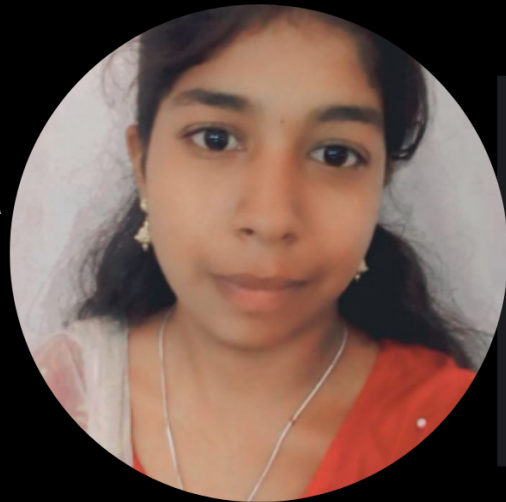
### 2.2 Brainstroming



### 3. Results:

# DHARSHINI A

PROFESSOR IN ENGLISH



## About Me

Hi I'm a dedicated and passionate English professor with over 10 years of experience in higher education. Adept at creating engaging and inclusive learning environments that foster critical thinking and writing skills in students. Specialised in American Literature and Modernist Studies. Committed to inspiring students to explore the complexities of language and literature. Seeking a position at [Alagappa University] to continue shaping the next generation of scholars and writers.



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yathishan8



9790553761

## Skills

Communication



Classroom Management



Pedagogical Knowledge



Time Management



## Experience

### Assistant professor

(2015-2017)

Handled the subjects for 1st, 2nd, and 3rd year and produced an excellent result in Sri Sarada Niketan College for Women.

## Education

(2003-2013)

Bachelor in English literature  
Masters in English literature  
M.Ed. in English literature  
PHD in English literature

### Head of the Department [English]

(2018-2021)

Produced centem results in translation paper for 3rd year and developed curriculum for the students of the college  
Periyarmaniammai Arts and science college.

## 4. Advandages & disadvantages:

## **4.1 Advantages:**

- First impression.
- Highlights qualifications.
- Tailored for each job.
- Passes through ATS.
- Efficient communication.

## **4.2 Disadvantages:**

- Limited detail.
- Lack of context.
- One-size-fits-all.
- Subjective nature.
- Impersonal.

## **5. Application:**

A resume, also known as a curriculum vitae (CV), is a document used for various purposes, primarily in the context of job applications. Resumes are designed to provide a concise summary of an individual's qualifications, skills, education, work experience, and other relevant information.

## **6. Conclusion:**

Canva is a fantastic design tool that has received widespread acclaim for its user-friendly interface and the multitude of creative features it offers. Canva is incredibly easy to use, even for people with minimal design experience. The intuitive drag-and-drop interface makes it accessible for beginners and professionals alike. Canva is incredibly easy to use, even for people with minimal design experience. The intuitive drag-and-drop interface makes it accessible for beginners and professionals alike.

