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.