

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.

~If using Canva, log in with your account and go to the Templates section.

~If using Google Docs, open a new document through Google Drive.

~If using MS Word, open the application and select “New Document.”

1. Browse and Select an Appropriate Resume Template

Navigate to the resume template section. Browse through various designs and choose a template that matches a **professional look**, preferably clean, simple, and easy to read.

~Canva offers a wide range of modern templates.

~Google Docs provides basic but neat resume layouts.

~MS Word includes both modern and classic templates.

2. Enter Personal Information

Replace the sample text in the template with your **personal details**, such as:

~Full Name

~Contact Number

~Email Address

~Address (optional)

~LinkedIn or portfolio links (if applicable)

~Ensure the information is accurate and formatted consistently.

3. Add Academic Details

Insert your educational background in the provided section of the template. Include:

~Course/Program Name

~Institution Name

~Duration (Year of study)

~Grades or CGPA (if required)

~Arrange information in **reverse chronological order** (most recent first).

4. **Write a Career Objective**

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.

5. **Include Skills and Achievements**

Create a section for **skills**, both technical and soft skills. Examples:

~Technical skills (e.g., MS Office, programming languages)

~Soft skills (e.g., communication, teamwork)

Add any **academic achievements, certificates, awards, or projects** relevant to your profile.

6. **Format the Resume Professionally**

Adjust the text formatting to ensure clarity and readability:

- Use **headings** for each section (e.g., Education, Skills, Objective).
 - Use **bullet points** to list items cleanly.
 - Maintain consistent **font style, size, and alignment** throughout.
 - Ensure proper spacing and margins for a neat layout.
- Review the resume for grammatical correctness and visual balance.

7. **Preview and Make Final Adjustments**

Scroll through the entire resume to check layout alignment, spacing, colors, and text placement.

Make sure the document looks uniform and professional before exporting.

8. **Export the Resume in PDF Format**

Once the final layout is ready, export or download the document as a **PDF file**, which preserves formatting.

- In Canva, click **Download → PDF Print**.
- In Google Docs, go to **File → Download → PDF Document**.
- In MS Word, select **File → Save As → PDF**.

1)Design a professional resume using templates.

NAMAN KUMAR

B.TECH CSE STUDENT

✉ yg5626478@gmail.com

☎ 9942256876

SUMMARY

Motivated and dedicated B.Tech Computer Science Engineering student with a strong interest in technology, programming, and web development. Passionate about learning new tools, building practical projects, and developing problem solving skills. Focused on gaining a solid foundation in computer science fundamentals, teamwork, and innovation.

TECHNICAL SKILLS

Programming Languages

C, Python (basic programming, problem-solving)

Tools & Platforms

Git, GitHub, VS Code • Canva

LEARNING EXPERIENCE

Programming Practice (Self-Learning)

June 2025 – Present

- Learning programming basics through online platforms sand practice exercises.
- Strengthening logic building using C and Pythori.
- Exploring coding platforms to eithance problem-solving skills.
- Building a foundation in debugging, algorithms, and computation trinking.

Web Development (Ongoing Learning)

Aug 2025 – Present

- Learning front-end technologies like HTML, CSS S. and JavaScriof.
- Practicing webpage layouts and responsive design.
- Using Gif & GitHub for code management and collaboration.

EDUCATION

Bachelor of Technology (B.Tech) in Computer Science Engineering

Rungta international Skill University
Present

Senior Secondary (Class 12)

Day Public School
Ranch' Jharkhand
2023–2025
