

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:

1. 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."

2. 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.

3. 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.

4. 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).

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

NIDHI SHAILJA SINGH

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SKILLS

- C
- PYTHON
- WEB DEVELOPMENT
- HTML
- CSS
- MS WORD
- EXCEL
- POWER POINT

LANGUAGES

- English

OBJECTIVE

Motivated and enthusiastic B.Tech Computer Science student with a strong interest in data science and emerging technologies. Eager to develop technical, analytical, and problem-solving skills through real-world projects and internships in the field of information and network security.

STRENGTHS

- Quick learner and adaptive to new technologies.
- Strong communication and teamwork skills.
- Responsible and positive attitude.

HOBBIES & INTERESTS

- Coding and WebDesigning
- Playing PC Games
- Dance

EDUCATION

Bachelor of Technology (B.Tech) – Computer Science Engineering
Rungta International Skills University | 2025 - Present

12th (Higher Secondary Education)
Krishna Public School, Bilaspur, CBSE | 2024 | 85%