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**.

OM KUMAR
Student

PROFILE

Hi! I'm Om Kumar, a first-year B.Tech student in Computer Science and Engineering. I'm passionate about technology, coding, and learning how computers work. I'm currently building a strong foundation in programming, logic building, and web development.

TECHNICAL SKILLS

- C languages
- Html,Css
- Slide presentation
- video editing
- photography

CONTACT ME

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📍 Bhuli,Dhanbad Jharkhand .

▶ LEARNING EXPERIENCE

\# programming Practice
- Buliding foundation in algarithms, logic, and debugging techniques.

\#Web development
- Exploring front-end technologies including HTML, CSS and JavaScript.
- Creating small webpage layout to understand structure and styling.

▶ EDUCATION

\# BACHELOR OF TECHNOLOGY (B.TECH) CSE (PRESENT)
Rungta international skill unversity
- *Currently pursuing first year of B.Tech in Computer Science Engineering*

\# SENIOR SECONDARY (CLASS 12) (2023-25)
Campion basic academy
Year of completion:2025
- Stream: Science (Physics,Chemistry,Maths)

\# SENIOR SECONDARY (CLASS 10) (2022-23)
DE nobili school,bhuli
Year of completion:2023

▶ COMPUTER SKILLS

C programming
Html,css
Slide presentation.

▶ ADDITIONAL INFORMATION

- **Language:**English ,Hindi
- **Certification** :Learning 'c' programming and web development through online resources.
- **Interest:**Coding,Web design,Learning new technologies,Travelling.