

# **PRACTICA NO-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**.

## RESUME:



# SAURABH KUMAR

📞 91-9065037114 ✉️ saurabh.kumar1@runhta.org

## ABOUT ME

I am a dedicated and hardworking individual with strong problem-solving skills. I always focus on learning new things and improving myself professionally

## SKILLS

- Web Design
- CSS
- Graphic Design
- C LANGUAGE
- Marketing

## CERTIFICATE FROM

programming of C

Html ,CSS Javascript

## LANGUAGES

HINDI

ENGLISH

## WORK EXPERIENCE

### PERSONAL DEVELOPMENT PROJECT

- Design and built a personal portfolio website using CSS, Web design, Graphic design.

Company Name | Jan 2019- Jan 2022

Job position here

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## EDUCATION

### B.TECH(CSE)

- Rungta international skills of university, bhilai,
- CSE (AI/ML)

Year of admission 2025

### INTERMEDIATE (2023-2025)

Gandhi Smarak, Goh, Aurangabad

- MATRIC (YEAR OF PASSING 2023)

## REFERENCES

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