

# 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.
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- 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

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## ABOUT ME

Name - Vicky Kumar

Contact - 9341069611

E-mail -vicky.kumar@rungta.org

LinkedinURL- [www.linkedin.com/in/vicky-kumar-342566383](https://www.linkedin.com/in/vicky-kumar-342566383)

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## EDUCATION QUALIFICATION

2023

**Adarsh Vikas Vidyalaya,Gamharia**

94.6%

2025

**St. Mary's English High School, Bistupur**

84.6%

2025

**Rungta International Skills University,Bhilai**

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## CAREER OBJECTIVES

Seeking a challenging role in software development where I can apply my programming knowledge, enhance my technical skills, and contribute to innovative solutions in a dynamic and growth-oriented environment.

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## SKILLS

### Technical Skills:

- Proficient in C, C++, Python.
- Familiar with Java and HTML/CSS/ JavaScript.
- Interested in Software Development and Problem Solving.

### Soft Skills:

- Good communication skills.
- Leadership qualities and eager to learn.

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## ACHIEVEMENTS AND CERTIFICATES

- Participated in inter class debate competition.
- Organized Fresher Party at School.
- Participated in [Smart India Hackathon](#).

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## HOBBIES AND INTERESTS

- Reading
  - Coding
  - Programming
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