Practical 1

Aim:

- Design a professional resume using 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."

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.
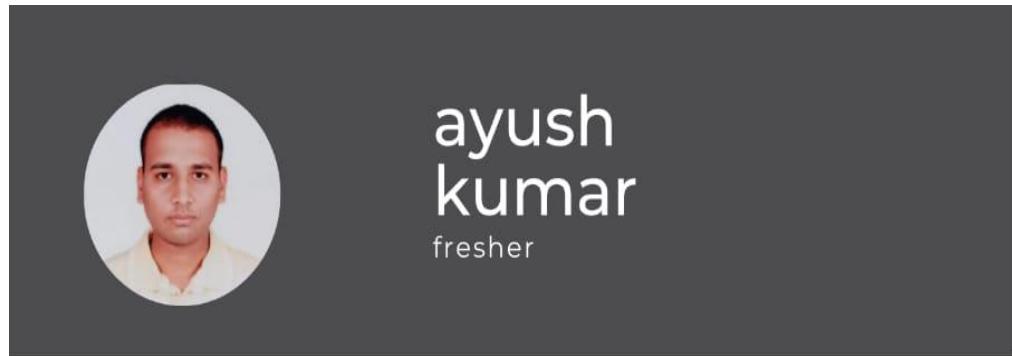Make sure the document looks uniform and professional before exporting.

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**.

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About Me

To obtain a challenging position in a reputed organization where I can utilize my technical knowledge, skills, and creativity to contribute to the success of the company while enhancing my personal and professional growth.

Skills

1.technical skill

- c programming

- html and css

- MS word

- 2.soft skill

- good

  communication

- teamwork

- time managment

Education

● **Bachelor of technology**
  Rungta college of engeenering and technology   2022-2023

  University-Rungta international skill university

● **HSC**
  NEW HORIZON   2023-2025
  Board -CBSE
  Percentage - 80

achievement

- certificate in basic computer

- participated in college science exhibition
- awarded for excellent academic performance