RESUME DESIGNING USING CANVA

**Project Document: Designing Resume Using Canva**

**Project Overview**

The goal of this project is to create a professional and visually appealing resume using Canva, an online design tool. The final product will serve as a powerful tool for job applications, networking, and personal brand

**Project Timeline**

Start Date: [10-10-2023]

End Date: [13-10-2023]

**Project Team**

1. **Chandra M**
2. **Anusiya P**
3. **Kanagabarathi S**
4. **Mareeswari R**
5. **Aathilkhan B**
6. **Manikandan R**

**Project Objectives**

1. To create a visually appealing and professional resume.

2. To highlight key skills, achievements, and experiences.

3. To customize the resume to fit the target job or industry.

4. To optimize the resume for both print and digital use.

**Project Tasks**

**Phase 1: Pre-Design**

1. Gather Content

Collect all necessary information, including work history, skills, education, and achievements.

2. Define Target Audience

Identify the industry, job role, or audience for which the resume is intended.

3. Choose Resume Style

Research and select a resume style or template in Canva that suits your target audience and personal brand.

**Phase 2: Design**

4. Customize Template

Input all relevant content into the chosen Canva template.

Adjust fonts, colors, and layout to match personal branding and target audience.

5. Visual Enhancements

Add relevant icons, graphics, or images to enhance visual appeal.

Ensure consistency in design elements throughout the resume.

6. Proofreading

Thoroughly review and edit the content for grammar, spelling, and consistency.

**Phase 3: Finalization**

7. Review and Feedback

Share the draft resume with a trusted friend or colleague for feedback.

8. Final Edits

Incorporate feedback and make final adjustments to the resume.

9. Export Formats

Save the resume in multiple formats, such as PDF for print and a high-resolution image for digital use.

10. Printing (If Necessary)

If you plan to print hard copies of your resume, decide on paper quality and printing options.

**Phase 4: Project Review**

11.Quality Assurance

Review the final resume to ensure it meets all design and content objectives.

12. Project Evaluation

Assess the overall success of the project and identify any lessons learned.

**Resources**

Canva account (EDITH EDITH)

Content (skills, education, achievements)

**Risks and Challenges**

Time constraints

Potential design challenges

Feedback and revisions

**Communication Plan**

Regular updates and check-ins with team members or mentors.