

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.
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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.

Resume:



AVISHEK KUMAR JAIN

EDUCATION

2023-25
CLASS 12TH
DAV MODEL SR SEC SCHOOL

- COMPLETED SCHOOLING

2025-2029
UNDERGRADUATE BTECH CSE (AI/ML)
RUNGTA INTERNATIONAL SKILLS UNIVERSITY

- CURRENTLY PURSUING BTECH

SKILLS

- Management Skills
- Creativity
- Digital Marketing
- Data Analysis
- Critical Thinking
- Leadership

LANGUAGES

- English
- German (basic)

CONTACT

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PROFILE INFO

Detail-oriented and creative undergraduate student with 2 years of freelancing experience in graphic design and digital marketing. Skilled in leadership, management, data analysis, and critical thinking. Seeking opportunities to apply design and analytical expertise in dynamic projects while contributing to organizational growth.

EXPERIENCE

COLLEGE MAGAZINE GRAPHIC DESIGNER 2025

COLLABORATED WITH EDITORIAL TEAM TO DESIGN LAYOUTS, COVER PAGES, AND VISUAL CONTENT.

FREELANCE GRAPHIC DESIGNER 2023-2025
SELF-EMPLOYED | 2023 – 2025

- Designed logos, posters, and digital content for clients across various industries.
- Delivered creative solutions tailored to client needs, ensuring timely project completion.

DIGITAL MARKETING INTERN 2024
2-MONTH ROLE | 2024

- Assisted in social media campaigns and online promotions.
- Analyzed engagement data to improve campaign performance.

ACHIEVEMENT

- **2025**
 - Contributed to team coordination and leadership in design tasks.
- **2023-24**
 - got certified as a figma designer