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."

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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EDUCATION

Rungta University
B-tech CSE(AI)

SHAKUNTALA Vidyalaya
12th --- 75%
10th --- 76%

SKILLS

- C language
- Python
- Html
- Css
- MySQL

LANGUAGE

- English
- Hindi

CAREER OBJECTIVE

Motivated and dedicated Computer Science and Engineering student specializing in Artificial Intelligence at Rungta University. Eager to apply academic knowledge and technical skills in real projects while gaining professional experience in AI, software development, and data-driven technologies. Committed to continuous learning and innovation in the field of Artificial Intelligence.

EDUCATIONAL QUALIFICATION

Bachelor of Technology (B.Tech)
Computer Science and Engineering – Artificial Intelligence
Rungta University, Bhilai, Chhattisgarh
Currently Pursuing

Technical skills

Programming Languages: C, C++, Python, Java
Web Technologies: HTML, CSS, JavaScript
Databases: MySQL, MongoDB
AI/ML Tools: TensorFlow, NumPy, Pandas (Beginner level)
Operating Systems: Windows, Linux
Other Skills: Problem Solving, Debugging, Team Collaboration

Projects

. Simple AI Chatbot (Mini Project)
  Developed a basic chatbot using Python and NLP concepts to respond to common user queries
. Student Management System (C++).
. A console-based application to manage student records and grades efficiently

Certifications

Introduction to Artificial Intelligence – [Python Developer, e.g., Coursera]

STRENGTH:-
1. STRONG PROBLEM-SOLVING SKILLS
2. TECHNICAL KNOWLEDGE & PROGRAMMING ABILITY
3. CREATIVITY & INNOVATION