

## **PROJECT REPORT TEMPLATE**

### • INTRODUCTION

#### 1. Overview

## **Designing Infographics**

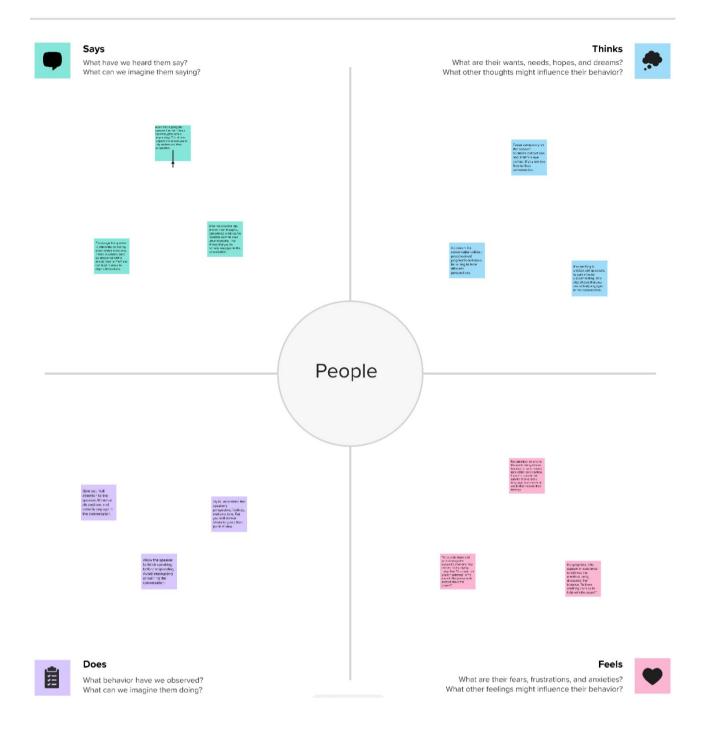
The "Creating Informative Infographics for College Presentations using Canva" project focuses on developing visually engaging and informative infographics to enhance the quality and effectiveness of college presentations. Infographics are powerful tools for conveying complex information in a clear and concise manner, making presentations more engaging and memorable.

## 1. Purpose

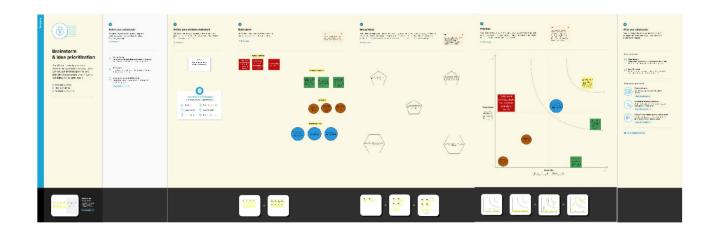
- The primary purpose of a resume is to capture the attention of potential employers and recruiters. A well-crafted resume increases your chances of being selected for job interviews.
- A resume serves as a document that highlights your relevant qualifications, showcasing why you are a suitable candidate for a particular job or position.

## 1. Problem Definition and Thinking

## 2.1 Empathy map



## $2.2 \underline{Ideation\&\ Brainstorming\ map}$



## **MY CONTACT**

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**LANGUAGE** 

Native Tamil. Advanced English.

## **ABOUT MYSELF**

I am a recent commerce graduate eager to embark on a fulfilling career in the business world. Throughout my academic journey, i've developed a strong foundation in accounting, finance, and economics, which i'm excited to apply in a practical setting. I am enthusiastic about problem solving and analyzing data to make informed decisions.



#### EDUCATION

#### MADURAI KAMARAJ UNIVERSITY

B.COM Graduated. Madurai Institute Of Social Science. 2020-2023



### COMPUTER SKILLS

Microsoft Office Text processor. Spreadsheet. Slide presentation.



#### ADDITIONAL SKILLS

#### MANAGEMENT SKILLS

i'm good at handling and managing the team as a leader.

## **INFOGRAPHICS**

## **4.ADVANTAGES & DISADVANTAGES**

## **Advantages**

- A strong resume makes a positive first impression on potential employers, setting the stage for a successful job application.
- It serves as a concise and effective means of communicating your qualifications and suitability for a specific job.
- Your resume is an opportunity to build and convey your personal brand, showcasing your unique skills and experiences.
- Employers use resumes to quickly screen and shortlist candidates, streamlining the hiring process.
- You can tailor your resume for each job application, emphasizing the most relevant qualifications and experiences for a specific role.

## **Disadvantages**

- Resumes may lack the personal touch and depth of a face-to-face interaction, making it challenging to convey your full personality, passion, and interpersonal skills.
- Resumes typically need to be concise, often limited to one or two pages, which can make it challenging to fully represent your qualifications and experiences.
- Resumes may not effectively address gaps in your employment history or experiences that don't neatly fit into the traditional resume format
- Some employers rely heavily on applicant tracking systems (ATS) to scan resumes for specific keywords, which can disadvantage candidates who don't use those exact terms.
- Resumes can perpetuate bias based on factors like a candidate's name, address, or other personal information, which may lead to discrimination.
- A resume may not provide enough context to fully understand the significance and impact of your achievements and responsibilities in previous roles.
- Job seekers may feel pressured to create a resume that compares favorably to others, leading to increased stress and competition

## **5.APPLICATION**

- Carefully read the job posting to understand the specific requirements, qualifications, and responsibilities of the position.
- Collect all the relevant information you need to include on your resume, such as your contact details, work history, education, skills, and certifications
- At the top of your resume, include your name, phone number, email address, and optionally, your LinkedIn profile or personal website
- Describe your key responsibilities and achievements in each role, using action verbs to demonstrate your impact.

### 6. CONCLUSION

In your final sentences, reiterate the key qualifications, skills, and experiences that make you a strong candidate for the position. Emphasize what sets you apart