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.

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**.

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ABOUT ME

Motivated and detail-oriented individual with a strong interest in technology and digital solutions. Skilled in web fundamentals and programming basics, with a continuous learning mindset and a focus on delivering quality work.

EDUCATION

2025

RUNGTA SKILLS UNIVERSITY , BHILAI (C.G)

2029

SKILL

- Frontend Development (HTML, CSS, JavaScript)
- Analytical Thinking
- Work Ethics & Reliability
- Communication
- Leadership & Team Coordination
- UI/UX Design

WORK EXPERIENCE

web Development internship
CODSOFT   1 MOSS

- Designed and developed a personal portfolio website using HTML and CSS
- Implemented clean layout, structured sections, and responsive design principles
- Improved understanding of frontend development workflow and best practices
- Completed assigned tasks within given timelines and guidelines

Frontend Developer (Personal Projects)

- Built a Personal Portfolio Website (HTML, CSS).
- Created a Landing Page using HTML, CSS, JavaScript.
- Practiced responsive design using Flexbox & Grid.

Certifications

- IBM SkillsBuild – Web Development Basics Certificate
- Programming in C Certificate – University of Michigan