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**.

OUTPUT:-

NITISH KUMAR RAJAK

B.TECH CSE STUDENT

Kishanganj, Bihar Email:- nitish.nr8969@gmail.com
phone:- 9341544907

SUMMARY

My name is Nitish Kumar Rajak, and I am a B.Tech CSE student with a strong interest in web development. I have a good foundation in HTML, CSS, JavaScript, and enjoy creating responsive and user-friendly web pages. I am passionate about learning modern technologies and improving my development skills through projects and practice.

TECHNICAL SKILLS

programming languages :
C, Python (basic programming
Problems Solve)

Web Development (Learning):
HTML, CSS, JavaScript(basics)

Tools A Platforms:
GitHub, VS code, Canva

PROFESSIONAL EXPERIENCE

Programming Practice(SelfLearning)   **June 2025 -Present**

- Learning Programming Fundamentals through online resources
- Practicing problem-solving using C and python on platform
- Building a foundation in algorithms, logic, and debugging techniques.

Web Development (Ongoing Learning)   **Aug 2025 - present**

- Exploring Front and Technologies including HTML, CSS, and JavaScript
- Creating small webpage layouts to understand structure and styling

EDUCATION

Bachelor of technology (B.Tech) in CSE   **present**

Rungta International skills University
First Year B.Tech CSE Student

Senior Secondary School   **2023-2025**

New Horizon Public School
.Science (Physics, Chemistry, Mathematics)

ADDITIONAL INFORMATION

- **Languages:** Hindi, English
- **Certifications :-** Learning Python and web Developer
- **Interests:-** Coding, Learning Program