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:

1. 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. <u>Write a Career Objective-</u>

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. <u>Include Skills and Achievements-</u>

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. <u>Format the Resume Professionally-</u>

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. <u>Preview and Make Final Adjustments-</u>

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. <u>Export the Resume in PDF Format-</u>

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:

NUPUR SHARMA

Risali, Bhilai , 490006 | +91 8871126658

nupursharma0710@gmail.com .

PROFESSIONAL SUMMARY

Motivated first-year engineering student with a passion for technology and innovation. Seeking opportunities to apply foundational knowledge in real-world projects and grow as a future engineer. Focused on building a strong foundation in computer science fundamentals, and creative problem solving.

EDUCATION

Schooling: DPS, Risali
High School: 2022-2025
Bachelor of technology(B.tech) in CSE
Rungta International skills University.
Expected Graduation year : 2029

RELEVANT EXPERIENCE
Ongoing Learnings

- Learning programming fundamentals through online courses and form university.
- Practicing problem-solving using C.
- Building foundation in algorithms, and logic.
- Exploring various technologies like HTML, CSS, and JavaScript.
- Creating small webpage layouts for better understanding of the structure and styling.

ACHIEVEMENTS AND CERTIFICATES

- Certificate of securing the positions in field events(2020,2023).
- Certification for first position in intrasection debate English & Hindi.
- Certificate for participation in intersection English debate.
- Sports Caption(2017).

TECHNICAL SKILLS

Programming Languages: C(basic programming and problem solving).
Web Development(Learning): HTML, CSS, JavaScript(basics).

Tools & Platforms: Vscode, Canva.

Practical 2: Career-Oriented Presentation