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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Objectives

I am a first year student at Rungta international skills university pursuing a degree in computer science. I have a strong interest in coding and technology with basic knowledge of Python, C and HTML.I 'm eager to enhance my skills through practical projects and continuous learning to build a successful career in the tech field.

Skills

- C/PYTHON PROGRAMMIN
- HTML,CSS & JAVASCRIPT
- EXCEL/POWERPOINT/WORD
- PROBLEM SOLVING
- DECISION MAKING

Education

DAV PUBLIC SCHOOL
GUMLA | JH
2023 ▪ 10th 82.4%
2025 ▪ 12th 81.6%

RUNGTA INTERNATIONAL SKILLS UNIVERSITY
BHILAI | CG
2025 ▪ PRESENT(B.TECH AI & ML)

Language Proficiency

HTML ▪ 90%
CSS ▪ 80%
PYTHON ▪ 88%
C lang. ▪ 82%

Learning Experience

- Learning Programming Basics C, Python.
- Exploring Coding Platforms.
- Learning Front-End Technologies like HTML,CSS & JS.
- Practicing webpage layouts and responsive design.
- Using Git &GitHub for code management and collaboration.