

## NEW AGE LIFE SKILLS – PRACTICAL MANUAL

### 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**.

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## CARRIER OBJECTIVE

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To start my career as a Frontend Developer where I can apply my knowledge of HTML, CSS, and JavaScript to build responsive and user-friendly web pages. Eager to learn new technologies and contribute to creative web solutions.

## EDUCATION

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Rungta International skills university

B.tech ( CSE core/2025-29)

## SKILL

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### Hard Skills

- Proficient in HTML, CSS, and JavaScript
- Basic knowledge of React.js / Bootstrap for responsive design.

### Soft Skills

- Strong problem-solving and analytical thinking
- Good communication and teamwork abilities.

## Interest

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- Exploring new technologies: Keeping up with emerging trends in AI, blockchain, cloud computing, or mobile development shows adaptability and curiosity.
- I am passionate about coding and creating innovative solutions

## Achievements & Certification

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- Designed and enforced a new security protocol, reducing system vulnerabilities by 50%.
- Played a key role in responding to and resolving a major security breach, minimizing data loss and downtime.