

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

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

Rungta International skills university

B.tech (CSE core/2025-29)

SKILL

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

- 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

- 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.