

## 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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## CARRER 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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Runga 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.

## Intrest

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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.
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