

## 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:

- o Use **headings** for each section (e.g., Education, Skills, Objective).
- o Use **bullet points** to list items cleanly.
- o Maintain consistent **font style, size, and alignment** throughout.
- o 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.

- o In Canva, click **Download → PDF Print**.
- o In Google Docs, go to **File → Download → PDF Document**.
- o In MS Word, select **File → Save As → PDF**.

## ~OUTPUT~



# SHUBHAM KUMAR

B-Tech Student

## PROFILE

A recent engineering graduate with a specialization in Computer Science and strong problem solving abilities.

Skilled in tools like WEB DEVELOPMENT , with hands-on experience through academic projects.

## CONTACT ME

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## ► EDUCATION

**RUNGTA INTERNATIONAL SKILLS UNIVERSITY**  
PRESENT

*Bachelor of technology in Computer  
Science and Engineering*

**LANGAT SINGH COLLAGE**

2020-2024

## ► LANGUAGE

Native English.

Hindi

## ► COMPUTER SKILLS

Text processor.

Spreadsheet.

Slide presentation.

## ► CERTIFICATIONS

GOOGLE SKILLS BOOST,  
HTML,CSS,JAVASCRIPT-COURSERA,  
PROGRAMMING IN C-COURSERA