



Resume/CV Using Canva

Project Based Experiential Learning Program

Task: Designing a Resume/CV using Canva

Resume: Creating a Resume/CV using Canva

Project Flow

To accomplish this, we have to complete all the activities listed below

1. Branding Guide:

- Before we start creating the social media post, let's establish the branding assets for the college fest.
- Decide on the colors, fonts, and logo that represent the event's theme.

2. Login to Canva

- If you don't have a Canva account, sign up for a free one.
- Once logged in, click on "Create a design" and select "Custom dimensions."
- Enter the dimensions suitable for the social media platform you plan to post on. For example, for Instagram, you can use 1080px by 1080px for a square post.

3. Gathering Information

- Collect all relevant personal information, including contact details, education, work experience, skills, and accomplishments.
- List any additional sections you want to include, such as certifications, projects, or volunteer experience.

4. Find a Template

- Explore Canva's templates for Resume/CV designs and select one that aligns with your style and profession.
- Make sure the template is easy to read and presents information logically, and can reflect all information you gathered above.

5. Customise the Design

- Customise the template's layout to fit your information and preferences.
- Add or remove sections as needed, keeping the structure coherent and organised.
- Adding Personal Information - Insert your name, professional title, and contact information at the top of the Resume/CV.
- Ensure the contact details are clear and easily accessible.

6. Highlighting Education and Work Experience

- Input your educational background, including degrees, institutions, and graduation dates.
- List your work experience, including job titles, companies, dates of employment, and brief descriptions of your responsibilities and achievements.

7. Incorporating Visual Elements

- Add icons or symbols to enhance the visual appeal of your Resume/CV.
- Utilise appropriate colours and fonts that align with your personal branding and the overall design.

8. Proofreading and Editing

- Review the entire Resume/CV for any typos, grammatical errors, or inconsistencies.
- Ensure the document is error-free and presents your information accurately.

9. Review and Refine

- Make any necessary adjustments to ensure the layout is visually balanced and aesthetically pleasing.
- Double-check that all the sections are in the correct order and follow a logical flow.

10. Export and Save:

- Save the completed Resume/CV design on Canva to your account for easy access and future edits.
- Export the final design as a PDF or image file, ensuring it's in a format that is widely compatible and maintains its visual quality.

Milestones

Milestone 1

Step 1: Decide the Fonts

- Log in to your Canva account.
- Click on the "Create a design" button on the Canva homepage to start a new project.
- Choose the blank canvas for us to test different fonts.
- Once you're inside the design editor, click on the "Text" tab on the left-hand side.
- A list of available font styles will appear. You can scroll through this list to see the different fonts available in Canva.
- You can also use the search bar at the top of the font list to type in specific keywords and find fonts related to your theme or topic. For example, you can search for "modern," "formal," "handwritten," etc., to find fonts that match your desired style.

Step 2: Decide the Colors (using colors.co)

- Select two primary colours that you think will represent your fest theme. These colours should complement each other and align with the theme and tone of your presentation.
- Use the colour picker to select your desired colours. You can choose one colour for the primary elements and another for secondary elements, such as headings and accents.
- Remember or note down the HEX or RGB values of the selected colours, as you'll need them to test the colour combination in colors.co.
- Observe the score and the preview of the colour combination provided by colors.co. A higher score indicates better contrast and readability, while a lower score may indicate that the colours don't complement each other well.
- If the score is satisfactory and the colour combination looks visually appealing, you can confidently use those colours in your presentation.

Task - [Create the Branding Kit before creating social media post](#)

Video Reference - <https://youtu.be/LPYYH1EZYCg>

Milestone 2

Step 1:

- Open a web browser and go to Canva's website (www.canva.com).
- Click on the "Sign Up" button and follow the on-screen instructions to create a free Canva account.

Step 2:

- After signing up, log in to your Canva account using the registered email address and password or use a social media account to login.
- You are now ready to start creating your social media posts.

Video Reference - https://youtu.be/-J_hedzpgUc

Milestone 3

Step 1: Collect Contact Details

- Gather your full name, address, phone number, and email address.
- Include any relevant professional profiles, such as LinkedIn or personal website links.

Step 2: Compile Educational Background

- List your educational qualifications, including degrees, majors, institutions, and graduation dates.
- Add any academic achievements or honours, if applicable.

Step 3: Document Work Experience

- Create a comprehensive list of your work experiences, including job titles, company names, and employment dates.
- Write brief descriptions of your roles and responsibilities for each position.
- Highlight significant achievements and contributions in each job.

Step 4: Identify Key Skills and Accomplishments

- Make a list of your relevant skills and competencies, both hard and soft skills.
- Document any notable accomplishments or awards you've received throughout your academic and professional journey.

Step 5: Consider Additional Sections

- Determine if you want to include additional sections such as certifications, projects, or volunteer experience.
- Compile information related to these sections, such as certification names, project details, or volunteer activities.

Video Reference - <https://youtu.be/Pm9VsHYJqfc>

Milestone 4

Step 1: Access Canva and Start a New Design

- Open Canva and log in to your account.
- Click on "Create a design" and search the document type "Resume" or "CV."

Step 2: Browse Resume/CV Templates

- In Canva's template library, go to the search bar and type "Resume" or "CV."
- Browse through the available templates designed specifically for Resumes/CVs.

Step 3: Filter and Refine Your Search

- Use the filters on the left-hand side to narrow down the search based on your preferences.
- Consider factors such as layout, color scheme, and profession-specific designs.

Step 4: Preview and Select a Template

- Click on a template that catches your eye to view a larger preview.
- Preview different pages of the template to see how it presents information logically and clearly.

Step 5: Evaluate Template Compatibility

- Ensure that the template can accommodate all the information you gathered in the previous milestone, such as contact details, education, work experience, skills, and accomplishments.
- Verify that the template aligns with your style and profession, providing a professional and visually appealing representation.

Step 6: Make a Final Selection

- Choose the template that best suits your preferences and fulfils all your information requirements.
- Click on the selected template to start customising it for your Resume/CV.

Video Reference - <https://youtu.be/qXqzai9lJuw>

Milestone 5

Step 1: Access Your Chosen Template

- Log in to your Canva account, and access the Resume/CV template you selected in the previous milestone.

Step 2: Customise the Layout

- Click on each section of the template to select it.
- Drag and reposition the sections to fit your information and preferences.
- Adjust the size of the sections as needed to ensure a coherent and organised layout.

Step 3: Add or Remove Sections

- Review the template's existing sections and decide if any need to be added or removed.
- To add a section, go to the "Elements" tab and select "Shapes" or "Lines" to create dividers or separators.
- To remove a section, click on it to select it, and press the "Delete" key on your keyboard.

Step 4: Insert Personal Information

- Click on the section where you want to insert your name and professional title at the top of the Resume/CV.
- Use the "Text" tab to add your name and professional title with appropriate font styles and sizes.
- Insert your contact information, such as phone number and email address, below your name and professional title.

Step 5: Ensure Clear Contact Details

- Double-check that your contact details are easy to read and clearly visible.
- Use a legible font size and color that contrasts well with the background

Milestone 6

Step 1: Input Educational Background

- In your customised Resume/CV template in Canva, locate the section where you want to add your educational background.
- Click on the section and use the "Text" tab to input your degrees, institutions, and graduation dates.
- Arrange the information in chronological order, starting with the most recent education.

Step 2: List Work Experience

- Identify the section in the template dedicated to work experience.
- Click on the section and use the "Text" tab to list your job titles, companies, dates of employment, and concise descriptions of your responsibilities and achievements in each role.

Milestone 7

Step 1: Add Icons or Symbols

- Go to the "Elements" tab in Canva and select "Icons" or "Illustrations."
- Search for relevant icons or symbols related to your industry or skills.
- Drag and drop the selected icons into appropriate sections of your Resume/CV to visually enhance key points.

Step 2: Utilise Appropriate Colours and Fonts

- Ensure the colours used in your Resume/CV align with your personal branding and the overall design.
- Use a consistent font style throughout the document for a cohesive look and easy readability.

Video Reference for Milestone 5 , 6 , 7 - <https://youtu.be/W7FNrfcFMkc>

Milestone 8

Step 1: Review the Entire Resume/CV

- Carefully read through the entire content of your Resume/CV in Canva.
- Check for any typos, grammatical errors, or inconsistencies in the text.

Step 2: Ensure Accuracy

- Confirm that all the information presented accurately reflects your education, work experience, and achievements.
- Make necessary corrections or updates where needed.

Milestone 9

Step 1: Adjust Layout and Visuals

- Assess the overall layout of your Resume/CV design.
- Make any necessary adjustments to create a visually balanced and aesthetically pleasing presentation.

Step 2: Check Logical Flow

- Verify that all sections follow a logical order and the content flows smoothly.
- Ensure that the most relevant and impactful information stands out.

Milestone 10

Step 1: Save Your Resume/CV Design

- Click on the "Save" button in Canva to save the completed Resume/CV design to your Canva account.
- This allows easy access for future edits or updates.

Step 2: Export the Final Design

- Click on the "Download" button and choose the format, such as PDF or image, that is widely compatible and maintains the visual quality of your Resume/CV.
- Save the exported file to your computer or preferred storage location for sharing and printing purposes.

Video Reference for Milestone 8 , 9 , 10 - <https://youtu.be/3awbc6cqk50>