Practical 1: Design a Professional Resume

Aim:

To design a professional resume using online templates.

Objectives:

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To understand professional formatting of resumes

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To identify key resume components

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To export resume in PDF format

Materials Required:

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Computer with internet

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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:

○ **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.

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.**

○ **In Canva, click** Download → PDF Print**.**

○ **In Google Docs, go to** File → Download → PDF Document**.**

○ **In MS Word, select** File → Save As → PDF**.**

TEJAS KUMAR YADAW

Student

PROFILE

I am Tejas Kumar Yadaw, originally from Mahasamund, Chhattisgarh, and currently pursuing my studies at Rungta University, Bhilai. I am a dedicated and motivated student with a strong interest in learning new technologies and improving my technical skills. I am hardworking, disciplined, and eager to gain practical experience that will help me grow academically and professionally.

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CONTACT ME

+919203273107

tejaskyadaw@gmail.com

Bhilai Chhattisgarh India

EDUCATION

10TH (2022-2023)
Shishu Sanskar Kendra mahasamund

12TH (2024-2025)
Shishu Sanskar Kendra mahasamund

B.TECH
2025-2029
Rungta international skills University Bhilai

LANGUAGE

- Hindi
- English

COMPUTER SKILLS

- C
- C++
- HTML
- CSS
- JAVASCRIPT

INTREST

- Learning New Skills
- Gaming
- Problem Solving
- Sports