

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:

- 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**.

~OUTPUT~

ZAHID RAJA

Bhilai, Chattisgarh | 703***3227 | [linkedin.com/in/zahid-raja](https://www.linkedin.com/in/zahid-raja) | zahidraja9399@gmail.com

EDUCATION :-

- Course - B.Tech CSE AI&ML (IBM)
- College - Rungta International Skills University, bhilai
- Batch - 2025-29

SKILLS :-

- Programming language - HTML, CSS, C, PYTHON, c++
- Sports – cricket , Badminton
- Software/Tools - MS Office Suite (Word, Excel, Powerpoint)
- Video Editing - Alight Motion , Node Video Editor, Capcut, Filmora, Da Vinci Resolve Studio
- Photo Editing - Adobe Photoshop, Snapseed
- Photography

HOBBIES :-

- Listening Music , new books reading , Travelling

ACHIEVEMENTS:-

- I have 1000+ followewrs in my Photography Insta Account.
- I have collaborated with so many brands like:
TECH - Ambrane, Boat, Hopup, Adcom, Truke
CLOTHING - RedWolf
Accessories - Worthy Panda, Sleeky India