

MS-Word Assignments

MS-Word Assignments 1

**Prepare your resume with your details in following order
(Add some formatting decorations to show resume more attractive)**

RESUME

Address line1

Address line2

phone:

Email:

Your Name

Educational Achievements

1st Rank in some exam

Got class/school first in some subject in some exam

Extracurricular Activities

Dance competition

Group discussion

Qualifications

Qualification	School/College	Year	Percentage

Personal details

Name :

Father Name :

Mother Name :

Hobbies :

Languages Known :

Permanent Address :

References :

Date:

Place: (YOUR NAME)

(Note: Search online for more resumes format templates or ask your faculty)