

Report
on
Resume Writing Workshop

Resource Person: Dr. Navnitha Lahiri,

Dates : 8th, 9th and 10th August, 2018.

- The workshop on 'Resume Writing' for all CGPC registered students was conducted on 8th, 9th and 10th August, 2018
- The students were introduced to the meaning, purpose and the importance of a resume
- They were then walked through the essential parts of a resume
 - The Header
 - The Objective Statement
 - Academic Listing
 - Honours and Awards
 - Experience/responsibility listing
- The students were also given a list of Action Verbs to incorporate into their resumes
- A list of 'Dos' and 'Don'ts' when composing their resumes was provided to guide them
- A worksheet to assess personal skills was handed out, which the students solved in the workshop. They would base their resumes on it
- Finally, all the students were given live resume templates that they filled during the workshop

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Resume writing workshop 8/8/18 to 10/6/18 for placement registered students 2018-19



2018/8/10 14:53

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4/8/18

Circular to all the final year Degree & P.G. Students
 Career Guidance & Placement (CGPC) of our college is conducting a
 workshop on "Resume-Writing" for the CGPC
 registered students as per the following schedule

Dates: 8th, 9th & 10th August, 2018

Date	Class
8/8/18	B. Com Hons, Computers, Regular III Year
9/8/18	B.Sc, B.A, BBA, BCA III Year
10/8/18	M. Com, M.Sc, MBA II Year.

Time: 2.30 p.m to 4.30 p.m

Venue: MBA Seminar Hall I floor.

All the interested, CGPC registered eligible students are requested to avail this opportunity.

They should carry their resumes for the workshop.

Only the students who have registered for the Placement cell, written ET and cleared or attended CRT classes are eligible to attend the workshop.

PRINCIPAL

Class	R.No.	Sign	Class	R.No.	Sign
B. Com II			B. Sc III	M. Sc Biochemistry	S.
A1			MBC	Room - 68	
A2	76 B	[Signature]	B. Sc III	BT. Lab Room No 62	[Signature]
B	10	[Signature]	BCA III	RNo-78	[Signature]
C	17	Anuradha-R		RNO 301	[Signature]
D			BA III	R. No 115	[Signature]
H1	5	[Signature]			
H2	6	[Signature]	BBA III	304	[Signature]
	54	[Signature]	Bsc M/ECS	303	[Signature]
B. Sc III	26		M. Com II	104	[Signature]
MSc -	mSc (B2)	[Signature]	M. Sc II		
M ELS	RNO (26)	Pradeep	(Micro)		
MPCB	R51A	Pradeep	M. Sc II (Comp)	306	[Signature]
ME/SC	B (32)	Sambodh			
DLac	C. (11/11)	Math	MBA II	100	[Signature]