

## Report on

### Three Days workshop on Resume Writing and Interview Skills

**Resource Person(s):** Lt. Col (Retd). Meenakshi Patak, Executive Presence Coach, Personal Branding Consultant.

**Date(s) of the Event :** 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> August, 2019

**Target Audience:** All UG Final Year Students

**Number of students Participated:** 114

**Objective:** To train the students in the preparation of resume writing and interviewing skills.

During the workshop, the trainer has given a hands on experience on resume writing. She also covered the areas such as interview skills, leadership skills, team management, goal setting, general and dining etiquettes.

**Outcome:** At the end of the workshop the students were able to prepare their resume and demonstrated the interview skills.

### Circular

The screenshot shows the Facebook page for 'Bvcplacementcell'. The main content is an event titled 'Work Shop on Resume Writing and Interview skills---2019-20'. The event is for Final Year Undergraduate and Post Graduate students, open for CGPC Registered and Eligible students only. The resource person is Lt. Col. Meenakshi Patak (Retd), Executive Presence Coach, and Personal Branding Consultant. The dates are 27/8/2019, 28/8/2019, and 29/8/2019. The timings are Batch 1 (10AM to 1 PM) and Batch 2 (1:30PM to 4:30 PM) on all 3 days. The batch size is 50. The venue is Room no 71 (Biochemistry Block Seminar Hall). Interested students can register their names on the link below: <https://forms.gle/vS3i3#ixu7q5m16>. The last date of registration is 26 Aug 2019 by 10:00 AM. Selection for attending the workshop is on First-Come-First-Basis. A list of students confirming the selection to attend the workshop, their date and time of their batch, will be posted on the CGPC Facebook page on 26th Aug 2019 by 3:30 PM. The students may not be allotted their preferred time slot.

The 'Insights' section shows the following data:

Metric	Value	Change
People Reached	1,480	+38%
Post Engagements	766	+43%
Page Likes	30	+47%