

Resume Writing and How to Face Interview

Schedule

| Time | Activity |
|----------------|-------------------------------------|
| 09:00 - 09:30 | Registration |
| 09:30 - 11:00 | Introduction to Resume Writing |
| 11:00 – 01:00 | Tips of CV Writing |
| 01:00 - 02:00 | Lunch Break |
| 002:00 - 03:00 | Rules for an Informal Job Interview |
| 03:00 – 04:00 | Tips to remember about Interview |
| 04:00 – 05:00 | Best Ways to Answer the Interview |
| 05:00 – 05:30 | Valedictory |

Reports of the Activity

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| Name of the Activity | Workshop |
| Date of the Activity | 29-6-2017 |
| Name of the Speaker | Mrs. Yogita Ahuja |
| Topic of the Activity | Resume Writing and How to Face Interview |
| Number of the Participants | 160 |

Summary of the Activity

The workshop was organized on 29th June, 2017 on 'Resume Writing and How to Face Interview'. In the inaugural function the president of K.V.C. Education Trust, the speaker, the principal, the secretary of K.V.C. Education Trust were present along with the faculty members and the students.

In this workshop, many points were discussed with the students regarding Resume Writing and how to face interview. The students were guided to plan their C.V. structurally and to follow strictly the rules. The speaker discussed that Resume Writing is a paramount and the mirror of your personality.

Further speaker discussed the tips of Resume writing. He explained what to include in Resume like Name, Professional titles and Contact details and Linked in profile.

After the post lunch session, the speaker discussed the rules for an informal job interview, which includes Dress Code, punctuality, positivity and body language.

Further he explained the best ways to answer the interview questions. Lastly, the speaker asked to reinforce to the interviewer that you are truly interested in the company and the job. The other tip that the speaker focused on is smile or smiling face. This workshop was very helpful for those

students who attended it. The students actively participated by raising their queries and taking tips. The speaker enlightened and shared her views and knowledge.

