

C V Writing & Interview Technique

Schedule

Time	Activity
09:00 – 09:30	Registration
09:30 – 11:00	CV Writing Techniques
11:00 – 01:00	Improve CV Writing Skill
01:00 – 02:00	Lunch Break
02:00 – 04:00	How to Face Interview
04:00 – 04:30	Question – Answer session
04:30 – 05:00	Valedictory

Reports of the Activity

Kind of the Activity	Workshop
Date of the Activity	07-02-2020
Name of the Speaker	Mr. Irfan Mogal (Motivational Speaker)
Topic of the Activity	CV Writing and Interview Technique
No. of the Participants	130

Summary of the Activity

The workshop on 'CV Writing & Interview Technique' was organized on 7th February, 2020 at our college campus. In the inaugural function the principal, the faculty members and the participants were present.

The speaker discussed that CV is a paramount. If you get it right, you will have an interview in no time, but get it wrong and you may face rejection after rejection. Every CV is different as it reflects your skills. He further explained that CV is a personal marketing document used to expose yourself to prospective employers.

In the beginning session, the speaker explained what to include in CV, like name, professional titles and contact details, email address. He explained techniques of writing an excellent CV and other personal details. He also said that if you like, you can include a link to your linked profile.

In the post lunch session, how to face interview with full confidence was practically presented. At the end, the queries and doubts regarding CV Writing and Interview technique were discussed in the question answer form. Thus, the students actively participated by asking their queries and taking necessary tips. This workshop was really useful to the participants. The speaker enlightened the students and shared his views and knowledge with them.

