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Report on resume building session

Name of Topic	: Resume Building
Date	: 16 th April 2021
Time	: 02.00 pm
Venue	: google meet platform
Number of students attending	: 70
Resource Person	: Mr. Rajesh Parade
Contact Details	: Mobile: 7350756045 / 99529573137 Email ID: rajesh.parade@vpmpmcoe.org

On April 16, on behalf of the training and placement cell of MPCOE civil engineering department organized guidance session on resume building for B.E civil engineering student. All of the students from final year attended the session. The main objective of the session was a realization to the students about significance of resume to have good opportunity during initiation of their career.

The session was conducted on google meet platform through power point presentation. The presentation explained the following details.

- ✓ What is a resume
- ✓ Contact details to be shared in resume
- ✓ Framing of objective as per the opportunities for particular job profile
- ✓ Organization of educational details and experience
- ✓ Difference between experienced person profile and a freshers person profile
- ✓ Dos and don'ts while framing resume
- ✓ Organization of overall resume
- ✓ Importance of proof reading.
- ✓ Information about various applications and websites for resume building.

At the end of session, students were told to submit their well-prepared resumes through google link in order to collect their resumes for improvisation in it and campus placement related activities.

Outcome:

Students realized the importance of well-prepared resumes as it reflects potential within them. They prepared their resumes and submitted through google link provided. Their resumes were thoroughly checked and corrections were suggested.

RESUME DETAILS

- Experienced person profile
 1. Name
 2. photograph
 3. Contact information
 4. objective
 5. Experience details
 6. Skills
 7. Awards
 8. Achievements
 9. Patents
- Fresher's profile
 1. Name
 2. photograph
 3. Contact information
 4. objective
 5. Education details
 6. Experience details
 7. Additional details

Click to add notes



Rajesh Parade

RESUME DETAILS

- Objective
 - ✓ to the point and effective(max in 3 lines)
 - ✓ who am I
 - ✓ What I want be
 - ✓ How I will make your company successful?
 - ✓ Use articles prepositions
 - ✓ Do not use I, we, my, there, us.
 - ✓ Formulate objective yourself

Click to add notes



Rajesh Parade

RESUME

GANESH YADAV
 S/o: Shama & Eknath Yadav Email: yadavganesh9138430019@gmail.com
 Address: A/p Shiral, Tal- Chiplun Mobile: 8007131875, 9021784406
 Dist.- Ratnagiri, 415628

CAREER OBJECTIVE
 To associate myself with an organization, where there is an opportunity to contribute and update my knowledge and making myself a better person fitting into organization and strive hard for organizational and personal growth.



Rajesh Parade

Screenshots of live session of resume writing

Prepared by- Mr. Rajesh D. Parade

(Training and placement Coordinator)

Principal