

Vidya Prasarak Mandal, Thane's

Maharshi Parshuram College Of Engineering

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## Report on resume building session

Name of Topic : Resume Building

Date : 16<sup>th</sup> April 2021

Time : 02.00 pm

Venue : google meet platform

Number of students attending : 70

Resource Person : Mr. Rajesh Parade

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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.

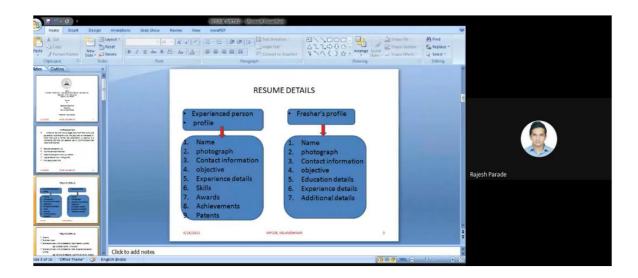
The session was conducted on google meet platform through power point presentation. The presentation explained the following details.

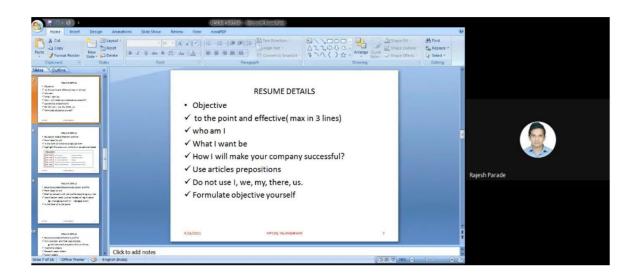
- ✓ What is a resume
- ✓ Contact details to be shared in resume
- ✓ Framing of objective as per the opportunities for particular job profile
- ✓ Organization of educational details and experience
- ✓ Difference between experienced person profile and a freshers person profile
- ✓ Dos and don'ts while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

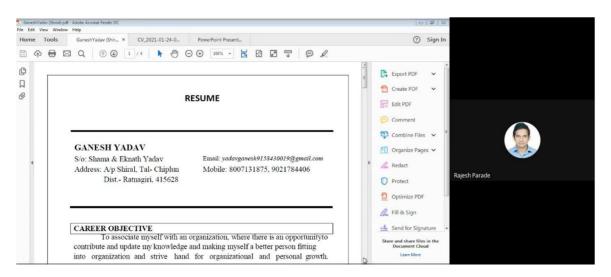
At the end of session, students were told to submit their well-prepared resumes through google link in order to collect their resumes for improvisation in it and campus placement related activities.

## 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.







Screenshots of live session of resume writing

Prepared by- Mr. Rajesh D. Parade

Principal

(Training and placement Coordinator)