**DAILY ASSESSMENT**

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| **Date:** | **20/05/2020** | **Name:** | **AKSHAYA KUMAR** |
| **Course:** | **Creer edge-knockdown the lockdown** | **USN:** | **4AL 19EC400** |
| **Topic:** | **Create own resume**  **Do’s and don’ts of resume**  **Draft a well-worded cover letter** | **Semester & Section:** | **4rt sem A-sec** |
| **Github Repository:** | **AKSHAY-KUMAR** |  |  |

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| **MORNING SESSION DETAILS** |
| **Image of session** |
| ***Report***  *‘First impression is the last impression’ your resume is the first impression of you.*  *As we all know how important resume for interview, so this session is helpful to create our own resume impressively.*  ***Importance of a Resume:***   * + *Our resume has the power to get you an interview for our dream job.*   + *The very same resume can be the reason for our dream job just remaining a dream.*   + *Organizations use the resume to short list potential candidates.*   + *Your resume is the virtual you.*   ***Types of resume:***     * ***Chronological :*** * *Most common format used.* * *Starts with your most recent employment/education.* * *For people who have had a few breaks in their career and have continued in the same sector.* * ***Functional resume :*** * *Useful for people with fewer years of experience who want to make a career change.* * *Focuses on knowledge, skills and abilities.* * *Can be used by people who have had breaks in their career.* * ***Combination resume:*** * *Combination of the chronological and the functional resume.* * *Lists knowledge and specific skills.* * *Lists the dates of previous employment.*   ***Resume writing:***   * ***Do’s*** * *Customize your resume to the sector you are applying to.* * *First page should catch the attention of the interviewer.* * *Use bullets instead of paragraphs.* * *Maintain standard space between sector.* * *Use formal, readable fonts.* * *Use font size 12-14*   ***2.Don’ts***   * *Don’t exceed 2 pages.* * *Don’t exceed 3-5 bullets per section.* * *Don’t make spelling and grammar mistake.* * *Don’t use jargon/slang/acronyms*   ***Importance of cover letter:***   * *A cover letter is read before your resume is read. So it gives an initial impression of you.* * *Each cover letter should be tailor made to the job you are seeking.* * *It tells the employer hoe qualified you are for the role.* * *A cover letter expresses points that your resume might not cover.*     **Group discussions:**   * is a positive exchange of views on a particular topic. * Is time bound and open to all present in the group. * Is not a competition or an argument where any oe person wins. * Ia often used as mass grading process.     Basically group discussion is primarily conducted to check your interpersonal skills,as   * Your communication skills your ability to work in a team. * Your listening skills. * Your overall personality. |