DAILY ASSESSMENT

DATE	19/05/2020	NAME	Akshaya Kumar
COURSE	TCSiON	USN	4AL19EC400
TOPIC	1.Gain Guidance from career Guru 2.Write a winning resume and cover letter 3.Stay ahead in Group Discussions	SEM sections	4th sem.A sec
Github Repository	Akshay Kumar		

FORENOON SESSION DETAILS

Image of session

REPORT : Topic 1 –Gain Guidance from Career Guru

Guidance to getting a Head start in Career:

Need of headstart:

- Intense competition

- Talent Acquisition

- Employable skill

- Changing job roles

- Employment outlook

6 Key pillars to get Headstart:

- Clarity of thoughts

- Access and visibility

- Early preparation

- Acquire relevant skills

- Cracking the interview

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- **Compelling resume**

Topic 2: day 5- Creating a winning resume and cover letter

TYPES OF RESUME:

1. Chronological resume
2. Functional resume
3. Combinational resume

Chronological Resume

- 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
- Also works well for people whose responsibility has increased in the same organization

Functional Resume

- Useful for people with fewer years of experience who want to make a career change
- Does not focus on job titles and previous employment details
- Focuses on knowledge, skills and abilities
- Can be used by people who have had breaks in their career
- Works well for people who have worked in multiple job profiles, not related to each other

Structure of Well written Resume:

1. Contact details: Name

E-mail

Mobile number

2. Carrier Objectives

3. Education qualification

4. Technical skills

5. Additional qualification/certifications

6. Personal details

We need to remember some do's and don'ts while creating a resume:

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 sections
- Use keywords that can be read by all machines
- Use formal, readable fonts
- Use font size 12 -14
- Be cautious while mentioning your hobby

Don'ts

- Don't exceed 2 pages
- Don't exceed 3 to 5 bullets per section
- Don't make spelling and grammar mistakes
- Don't use jargon/slang/acronyms specially acronyms that are proprietary
- Don't include your photograph unless specified by the company
- Don't paste a disclaimer until advised by the company
- Don't copy the objective summary from the internet. Let it be your own
- Don't lie about your achievements

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Cover Letter

Importance of a 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 mode to the job you are seeking
- ➢ The cover letter tells the employer the job role that you are interested in
- ➢ It tells the employer how qualified you are, for the role
- ➢ A cover letter expresses the point that your resume might not cover

Structure of Cover Letter:

Date

Your name

Your address

Phone number

Your email id

Company official's name

Company name

Company Address

Pin Code

Salutatons

Opening paragraph(Contains self introduction and why the company should hire you, that should brief of your experience ,expertise and education)

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Topic 3:Day 6:<u>Stay Ahead in Group Discussions</u>

Group Discussions:

*A Group discussion is a positive exchange of views in a particular topic

*It is a time bond and open to all present in the group

*It is not a competitions or nor an argument where any one person wins

*It is often used as mass grading process

<u>DO's and DON'T's while in GD:</u>

Do's

- Dress formally.
- Maintain eye contact with all the group members.
- Have a neutral tone of voice.
- Try to initiate the Group Discussion.
- Express your point of view at the earliest.
- Listen to all the points made.
- Be open minded about topics.
- Get the Group Discussion back on track if it has gone astray.

Don'ts

- Don't let a small group dominate the discussion.
- Don't let the discussion drift away from the given topic.
- Don't interrupt mid sentence.
- Don't take any topic personally.
- Don't have an emotional outburst or shout.
- Don't force others to think the way you do, try to convince them with good reasoning.
- Don't agree with all points of view.
- Don't be biased.

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A Group Discussion is primarily conducted to check your interpersonal skills, such as

- Your communication skills

- Your ability to work in a team

- Your ability to express your point of view

- Your listening skills

- Your ability to handle criticism

- Your knowledge of the subject

- Your overall personality

But that does not mean that you need not have subject specific knowledge. It helps to have core subject knowledge.

AFTERNOON SESSION DETAILS

DATE	19/05/2020	Name	Akshaya kumara
COURSE	Python for machine learning by great learning and morsh python	USN	
Topics	1.Introduction to python 2.Various IDE used to code python 3.Installation of various IDE	Sem and section	4th sem.A SEC ECE
Github repository			

Images and report of the session:

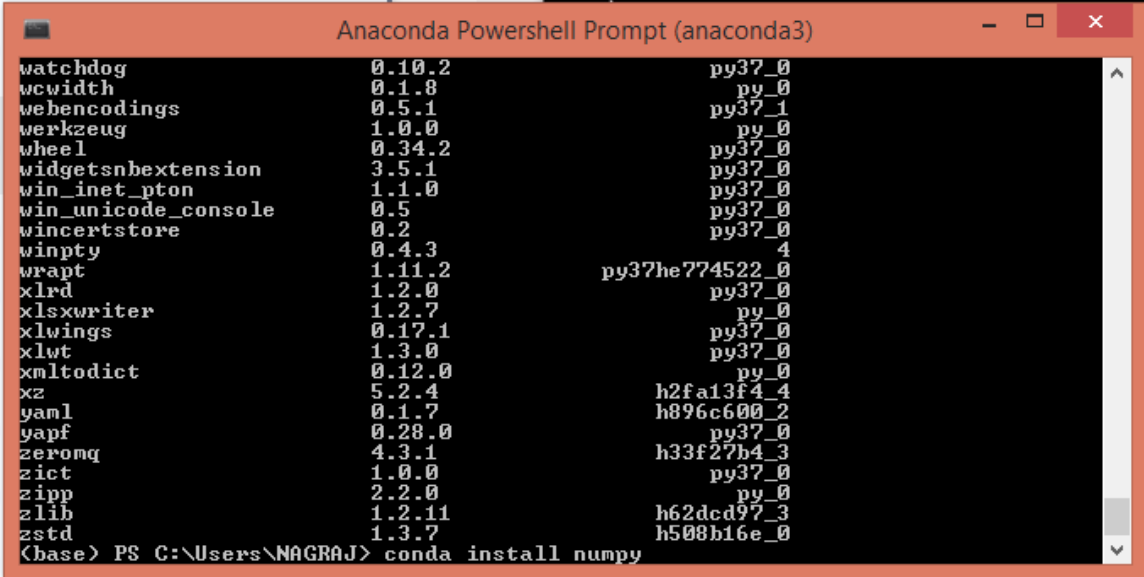## INTRODUCTION TO PYTHON AND BASIC STATISTICS

Course Description

Python is an easy to learn, powerful programming language. You can use Python when your data analysis tasks need to be integrated with web apps or if statistics code needs to be incorporated into a production database. Being a full-fledged programming language, it's a great tool to implement algorithms for production use.

While the infancy of Python packages for data analysis was an issue in the past, this has improved significantly over the years. In this course, you will learn about NumPy / Pandas (data manipulation) for data analysis and matplotlib (to make graphics). You will also learn about scikit-learn for machine learning in future courses.

<u>Various IDE for python :</u> Pycharm, Anaconda, Visual studio, Thonny, Vim   etc,
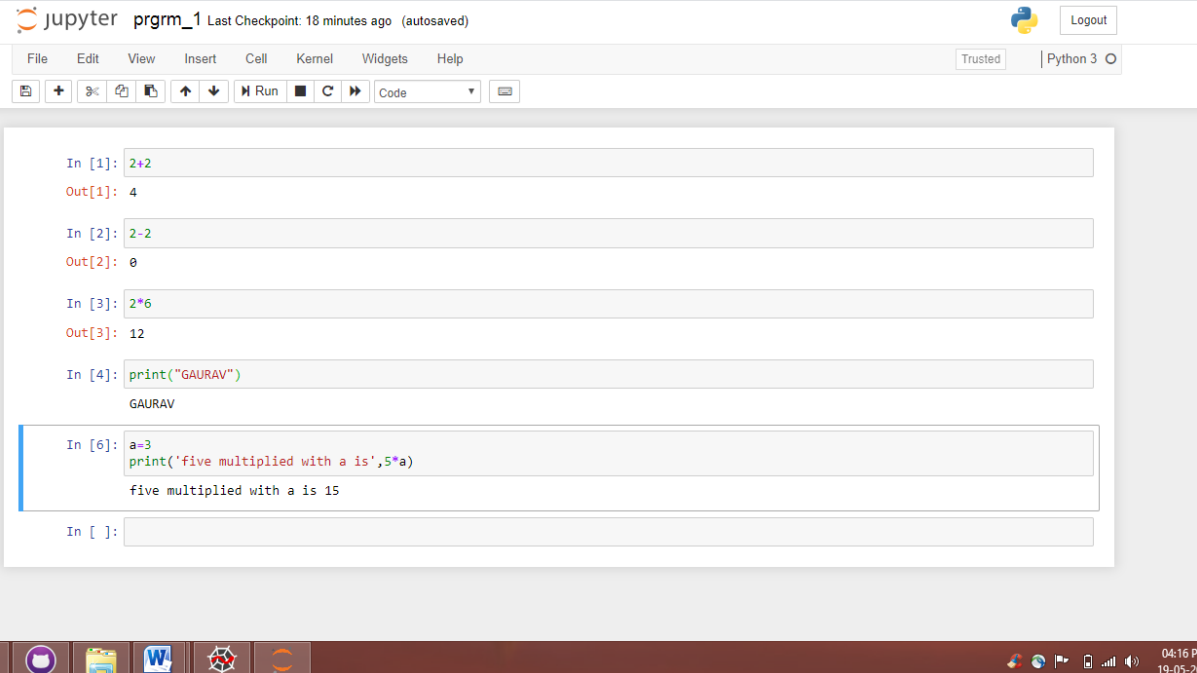
/PYTHON

Anaconda is quite interesting and powerful ide,which makes use of 2 different ide i.e .**Jupyter notebook, spyder**

Programing in Jupyter notebook