
	ST. FRANCIS INSTITUTE OF TECHNOLOGY Mount Painsur, Borivali (West), Mumbai-400103 Department of Information Technology Information Technology Students' Association (ITSA)	
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Date: -31st August-2022

Report on “Career Preparedness: Resume & Interview skills workshop”

- Event Date: **27th August 2022** Time: **10.00 am to 12.00 pm (2 Hr)**
- Venue: **Online (Google Meet)** No. of participants: **65**

A. Details:

As a part of Academic Activity of “ ITSA” of the INFT Department, a webinar on Career Preparedness: Resume Writing & Interview Skills was arranged on 27th August 2022. The session was led by our very own faculty member Ms. Eden Fernandes. Prior to this webinar, ITSA Team visited each and every class from all departments in our college to personally inform them about this webinar and invite them for the same. Along with it, PR messages were circulated across all college whatsapp groups to make sure no one is left uninformed. The webinar focused on preparing our students for creating an impressive resume and to excel in their job interviews.

The agenda of the program was:

1. Introduction of our speaker and the topic.
2. Session on Resume Writing
3. Session on Skills for Interview
4. Doubt Clearing Session
5. Vote of Thanks.
6. Virtual Photo Session at the end of the webinar

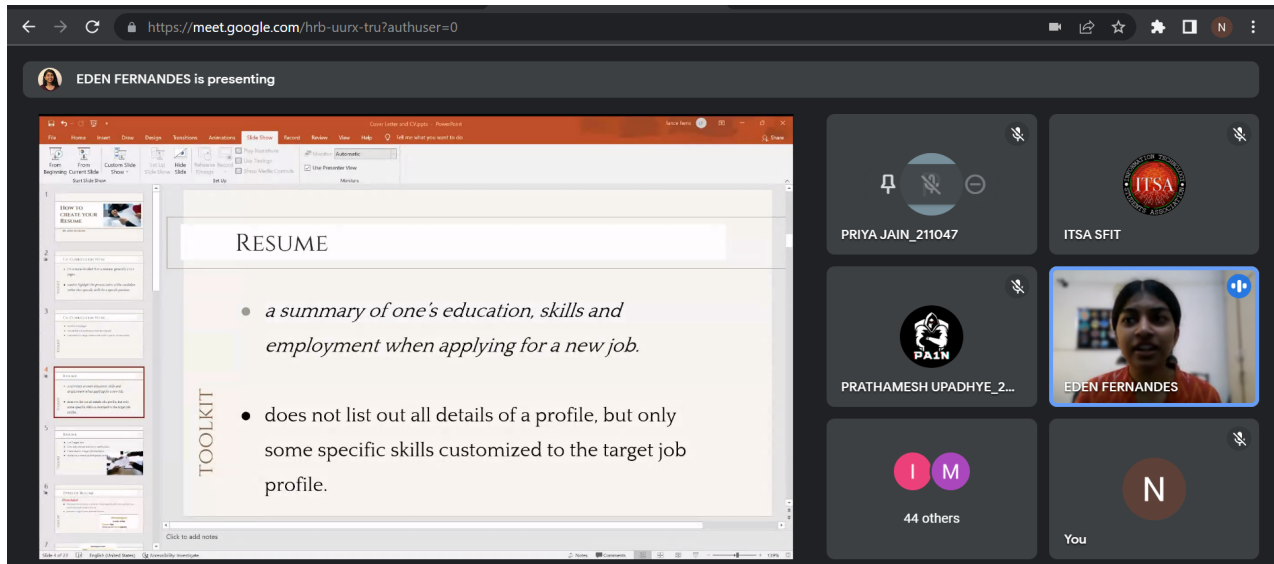
This workshop on Career Preparedness: Resume Writing & Interview Skills was the first event of our ITSA team for the academic year 2022-23. We were graced by the presence of Ms. Eden Fernandes who was the resource person for the day. She has completed her masters in English and communication and is an expert in Communication skills, analytical skills and creative writing. The total number of participants was 65 including ITSA Coordinators and team members. Ms. Priya was the emcee for this event. The event began with a quick introduction of our speaker and topic for this workshop.

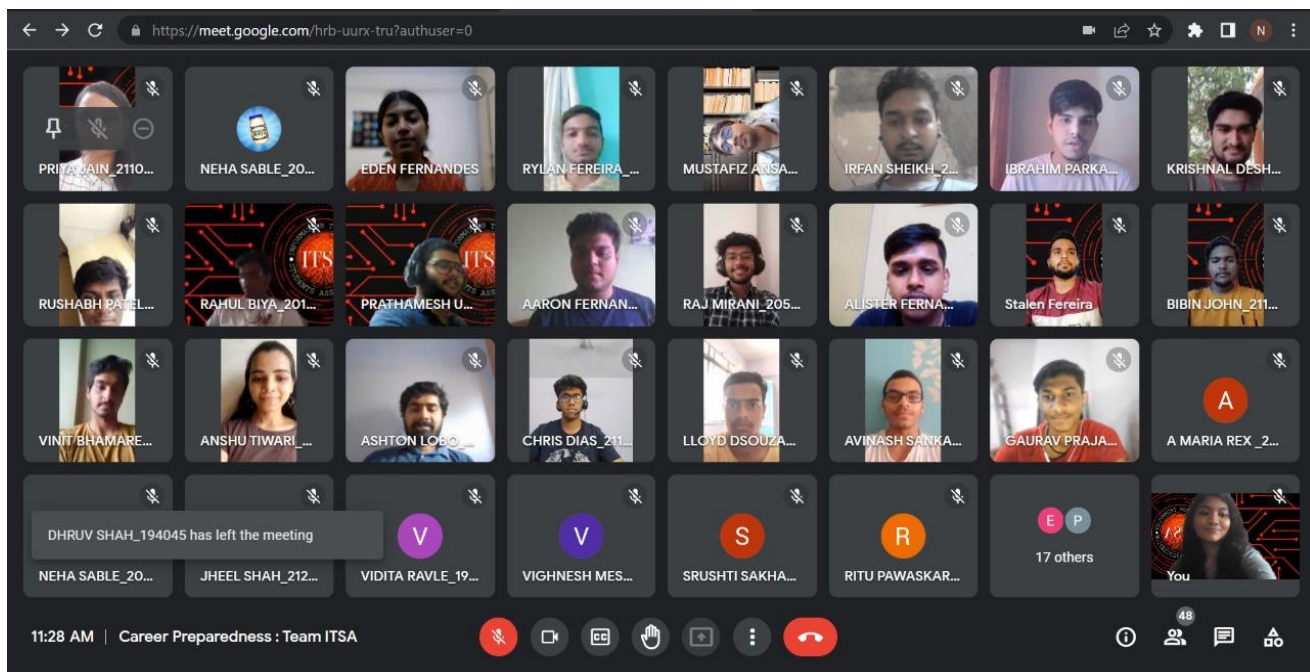
The workshop was divided into two sessions where the first one focused on Resume Writing. Ma'am started the session by informing about the basic difference between CV and resume. The main topics discussed are Types of resumes, Format for resume and cover letters. The second part of the session focused on Interview Skills. Selling points, excelling in the first five minutes of the Interview, modes of Interviews, basic etiquettes to be followed during interviews were the subject matter for this session.

In short the workshop was quite interactive as many participants came forward with their doubts and queries. The speaker was able to provide a proper explanation for all the doubts raised by the students. Later the vote of thanks was delivered and the webinar concluded with clicking virtual pictures to cherish this event. After the event, a feedback form was circulated to the participants via mail which included short assignments allotted by ma'am herself. The participants were informed about the same through which they can obtain e-certificates.

We are glad to inform you that we got overall positive feedback from our participants for this event. This workshop was one of the first events organised by ITSA for students from all departments of our college without any restrictions. Keeping our students' busy schedule in mind, we decided to keep this session online so maximum number of students can benefit from this workshop.

B. Some Glimpses of the Event:





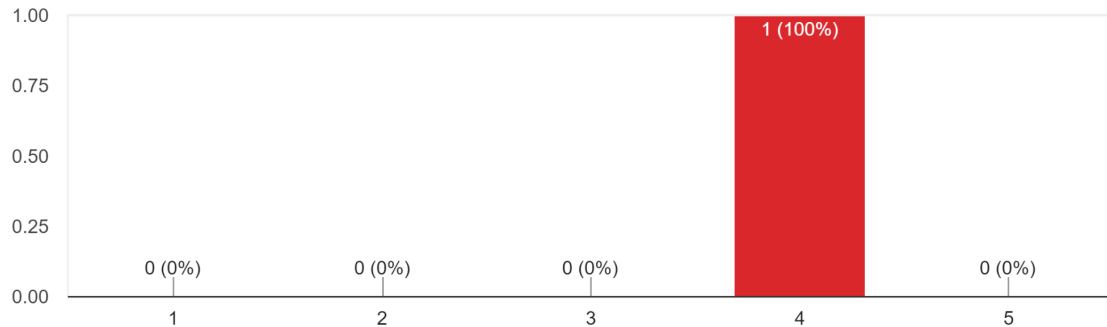
- **PR Activity conducted on 25th August 2022 for Webinar**



C: Feedback from Resource Person:

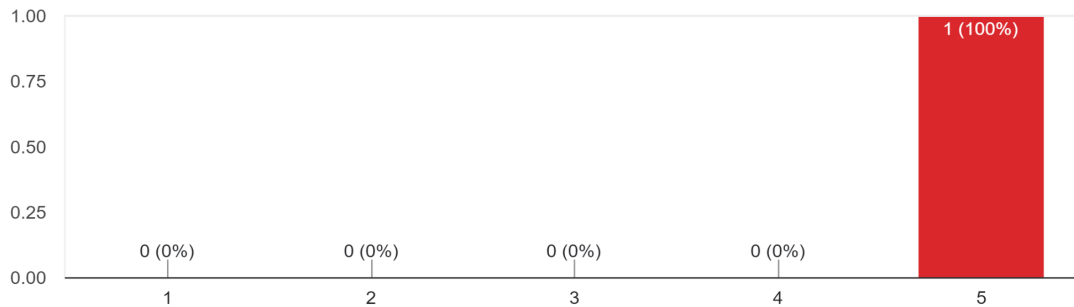
How was the organization and coordination of the organizing committee?

1 response



How well did the event reach up to your expectations?

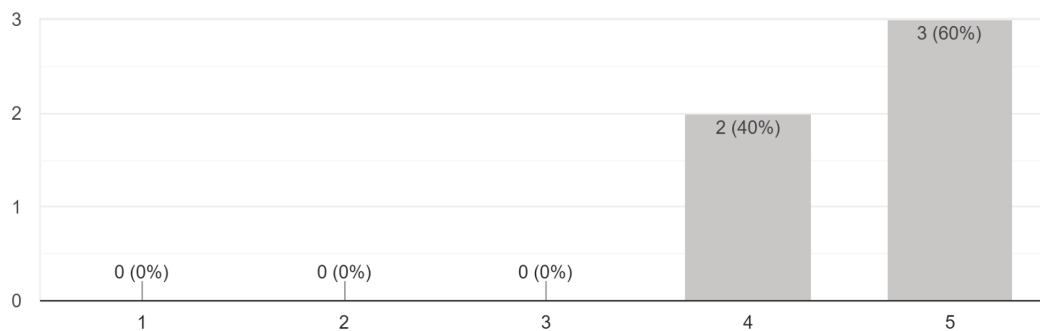
1 response



D: Feedback from the Participants

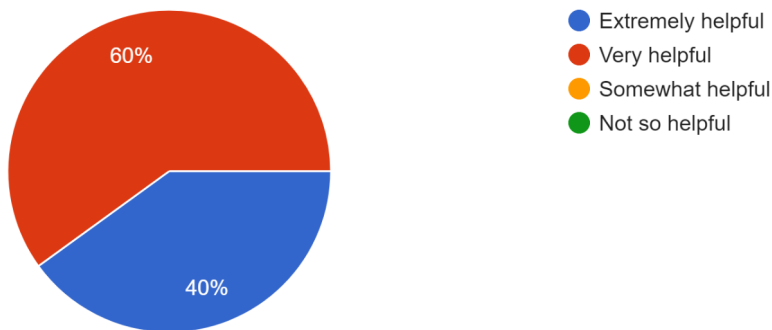
How well did the workshop reach up to your expectations?

5 responses

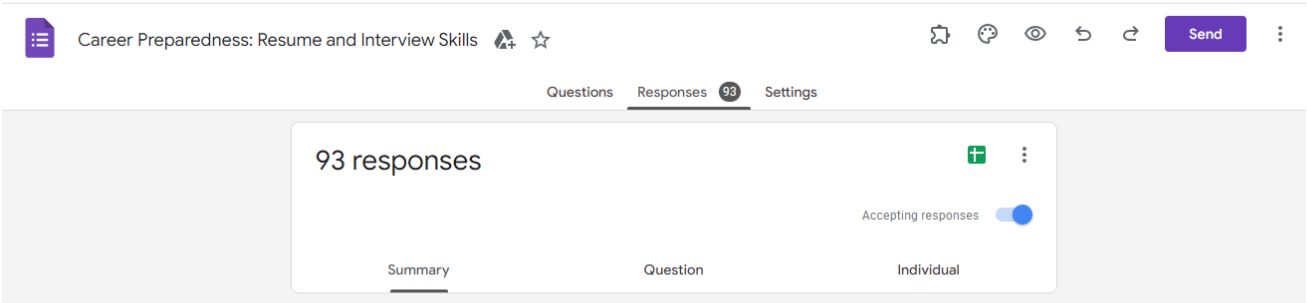


How helpful was the workshop for you?

5 responses

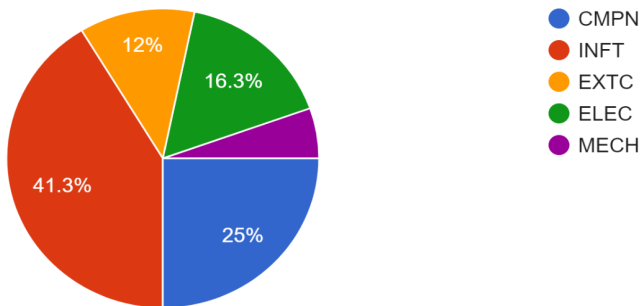


E: Registration Form:



Department

92 responses



F. Registration Form Link:

https://docs.google.com/spreadsheets/d/1t9qzp3ximeXZKFMaGd4EaV3XGt6DXfuFedbnPw_QFww/edit?usp=sharing

G. Attendance Sheet:

https://docs.google.com/spreadsheets/d/10L_BW14Uhc-iSEkPBxKMruPR4XsMmcPqyyRvY_gmaGo/edit?usp=sharing

H: E-Certificate:



(This certificate will be replaced with an updated one along with Prachi Ma'am sign)

Mrs. Shree Jaswal	Mrs. Grinal Tuscano	Dr. Prachi Raut
(ITSA Coordinator)	(ITSA Coordinator)	(HOD-INFT)

Report prepared by: Ms. Evet Fernandes & Mr. Bibin John