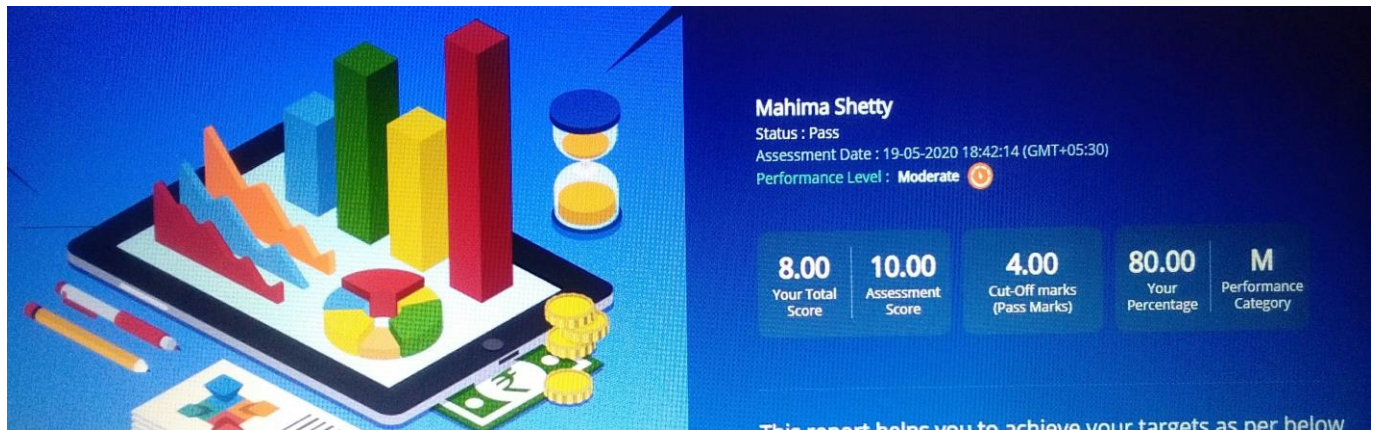


# REPORT OF DAY-2 TCS ION

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# **Resume and Cover Letter**

A resume is a brief, informative summary of your abilities, education, and experience. It should highlight your strongest assets and skills, and differentiate you from other candidates seeking similar positions. Although it alone will not get you a job or internship, a good resume is an important element toward obtaining an interview. Tailor your resume to the type of position you are seeking. This does not mean that all of your work history must relate directly, but your resume should reflect the kind of skills the employer would value.

## **What is a Cover Letter?**

Your resume is intended to lay out the facts, but your cover letter is meant to convey more personality. The cover letter is your first introduction to the person who may hire you, and its goal should be to make you as memorable as possible, in a good way.

That means writing a unique cover letter for every job you apply to. No templates. No pre-written nonsense. The format of your cover letter should also match the company and the industry you're applying to.

There is no "official format" for your cover letter or the information you include in it, but your cover letter should be visually organized, and orderly in its presentation of information.

# **GROUP DISCUSSION**

## **What is Group Discussion?**

Group Discussion! Is a methodology or in a simple language you may call it an interview process or a group activity. It is used as one of the best tools to select the prospective candidates in a comparative perspective. GD may be used by an interviewer at an organization, colleges or even at different types of management competitions.

A GD is a methodology used by an organization to gauge whether the candidate has certain personality traits and/or skills that it desires in its members. In this methodology, the group of candidates is given a topic or a situation, given a few minutes to think about the same, and then asked to discuss the topic among themselves for 15-20 minutes. Freshersworld.com brings you an elaborate section for GD as you had ever seen anywhere else. It is a very useful tool to screen the candidate's potential as well as their skills.

GD evaluation is done by the subject experts based on the discussions. A report will be prepared on analysing the facts at the end of the discussion.

## **Aspects which make up a Group Discussion are:**

- \* Verbal Communication
- \* Non-verbal behaviour
- \* Confirmation to norms

- \* Decision making ability
- \* Cooperation.

## CORPORATE INTERVIEWS

A **job interview** is an [interview](#) consisting of a conversation between a job applicant and a representative of an [employer](#) which is conducted to assess whether the applicant should be hired. Interviews are one of the most popularly used devices for employee selection. Interviews vary in the extent to which the questions are structured, from a totally [unstructured](#) and free-wheeling conversation, to a [structured interview](#) in which an applicant is asked a predetermined list of questions in a specified order; structured interviews are usually more accurate predictors of which applicants will make suitable employees, according to research studies.

A job interview typically precedes the [hiring](#) decision. The interview is usually preceded by the evaluation of submitted [résumés](#) from interested candidates, possibly by examining job applications or reading many resumes. Next, after this screening, a small number of candidates for interviews is selected.

Potential job interview opportunities also include networking events and career fairs. The job interview is considered one of the most useful tools for evaluating potential employees. It also demands significant resources from the employer, yet has been demonstrated to be notoriously unreliable in identifying the optimal person for the job. An interview also allows the candidate to assess the [corporate culture](#) and demands of the job.

Multiple rounds of job interviews and/or other candidate selection methods may be used where there are many candidates or the job is particularly challenging or desirable. Earlier rounds sometimes called 'screening interviews' may involve fewer staff from the employers and will typically be much shorter and less in-depth. An increasingly common initial interview approach is the telephone interview. This is especially common when the candidates do not live near the employer and has the advantage of keeping costs low for both sides. Since 2003, interviews have been held through video conferencing software, such as [Skype](#). Once all candidates have been interviewed, the employer typically selects the most desirable candidate(s) and begins the negotiation of a job offer.

