

This is to certify that

## **Maria Anson A**

has successfully completed

## Career Skills

online course offered by TCS iON

## SHUFh'8 Uhy: "01"Oct 2019" p 9 bX'8 Uhy. 01 Apr 2020

## **Topics:**

- Learn Corporate Etiquette Write an Effective Email Prepare a Strong Resume and Cover Letter
- Improve Interpersonal Skills for Better Results Be Prepared for Group Discussions Make Impactful Presentations
- Understand How to Ace Corporate Interviews
   Develop Soft Skills that Industry Demands
   Learn Corporate Telephone Etiquette
  - Career Guidance Framework Overview of IT Foundational Skills



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