Resume Writing Workshop Report

Session: 2021 – 2025

Submitted by:

Umm e Farwa	2021-CS-158
Ahmed Raza	2021-CS-161
M Yaqoob	2021-CS-118

Supervised by:

Dr. Faiza Iqbal

Department of Computer Science

University of Engineering and Technology Lahore

Pakistan

Contents

1 Workshop Overview

The 'Resume Writing' workshop held on November 8, 2023, aimed to equip students with essential skills for crafting effective resumes. The workshop, led by Umm-e-Farwa, covered various aspects of resume writing, including format, content, and key elements, with Ahmed Raza as the presenter and Muhammad Yaqoob as the researcher. at the Lecture Theater N2 of Computer Science Department of UET Lahore.

The workshop was attended by 30 students. The purpose of the workshop was to give an idea about the Resume and its format.

The workshop poster was distributed to all sessions within the Computer Science department and was also shared with the class representatives of other departments. We personally visited various classes to make announcements about the workshop, ensuring that students across the campus were informed and encouraged to participate.
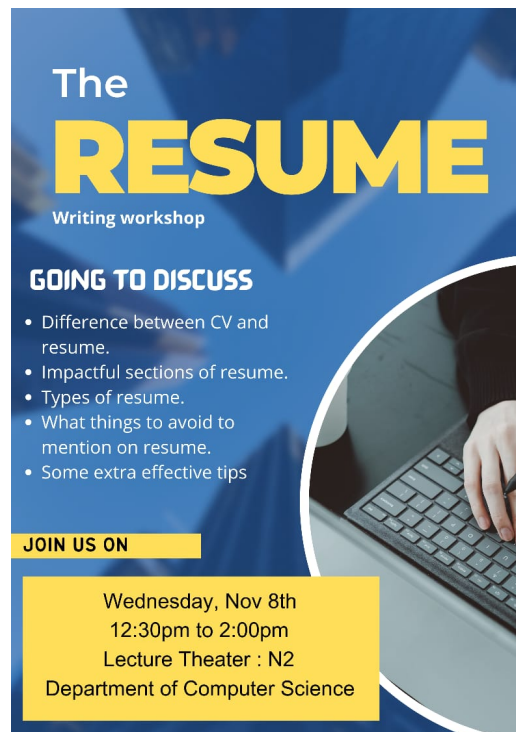
Here is the poster of the workshop:

FIGURE 1: Workshop Poster

1.1 Team leader[Umm-e-Farwa]

Umm-e-Farwa Start the worshop with simple question of the difference between a resume and curriculum vitae. The answer helped to clarifying the doubts of students that whether as a fresher one has to write a resume or a CV.

FIGURE 2: Team Leader[Umm-e-Farwa]

1.2   Team Member 2[Ahmed Raza]

Presenter Ahmed Raza provided students with tips on how to present their skills, experience, and education in a clear and concise manner, and discussed the common mistakes that should be avoided when creating a resume. Students also received guidance on how to prepare for job interviews, including tips on how to answer common interview questions and how to make a positive first impression. Ahmed discussed the importance of researching the company and the role beforehand, as well as the importance of dressing appropriately and maintaining good body language during the interview.

He gave a general guideline on writing a resume which are as follows:

- Personal information

- Personal opening, job objective, career objective, and summary of qualification

- Education

- Work experience

- References

- Scholarships, awards, and honors

- Hobbies, interests, and extracurricular activities

- Willingness to relocate and travel

presenter Ahmed Raza explained the three formats of career summary statement viz. chronological, functional or a combination of both.
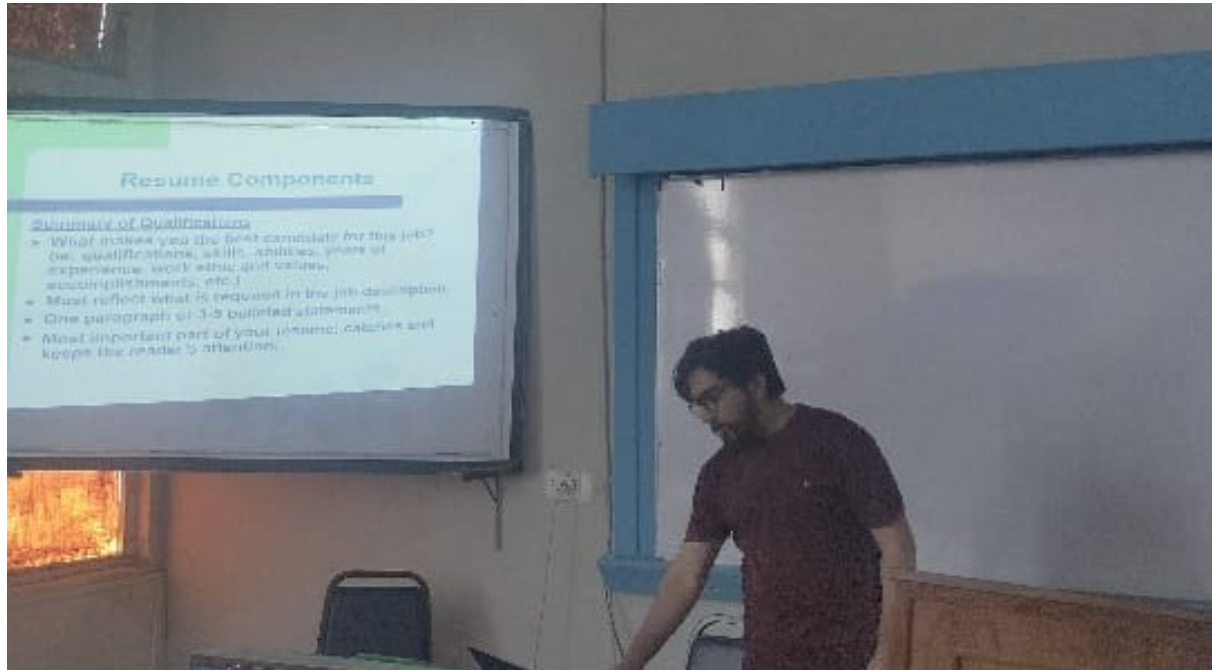

FIGURE 3: Team Member 2[Ahmed Raza]

1.3 Team Member 2[Muhammad Yaqoob]

In addition to the lectures, students also developed their own resume and received constructive feedback. They also had the opportunity to participate in mock interviews and receive feedback on their performance. This provided students with hands-on experience and allowed them to practice their interview skills in a safe and supportive environment. Students were asked to bring their resumes. Some emailed their resumes to Mr. Yaqoob, while others provided hard copies. Mr. Yaqoob checked their resumes and provided thorough guidance. Lastly feedbacks were taken from the students for the workshop.

FIGURE 4: Team Member 1[Muhammad Yaqoob]

2   Reasons for choosing resume writing?

A resume is very important in a challenging job hunting process. As we all know, most people have the education levels to do the job and their number are thousands! So, in order to lift yourself from the crowd and gain the attention of employers and bosses, you will definitely need an excellent and strong resume. Additionally, resume is very important because [4]:

- Resumes act as the first layer of your first impression. In other words, to look good and professional, an outstanding resume is one of the key.

- A bad resume will bring you down and that is a fact!

- Your resume is the first step to attract your prospective employer (future boss). It is also a kind of mechanism to "lock" the attention of the employer towards you.

- If your resume manages to impress the employer, he/she will be interested to meet you in the interview!

3   Objectives

The objectives of the Resume Workshop are as follows:

- Provide clarity on the difference between a resume and curriculum vitae.

- Offer practical guidelines for writing an impactful resume.

- Enhance participants' understanding of various resume formats and career summary statements.

- Highlight aspects to avoid and elements to include, ensuring that participants grasp the essentials of creating a standout resume.

4 Agenda

The workshop was structured to cover the following key topics:

- Importance of a well-crafted resume.

- Distinction between a resume and curriculum vitae.

- Detailed guidelines for each section of a resume.

- Hands-on activities for resume creation.

5 Resume Testing

We gathered resumes from participants and checked them. Some didn't match today's industrial standards. Let us show details about those cases.

Eman Zubair

03229140262 | emanzubair5678@gmail.com

EDUCATION

Bachelor's Degree: Computer Science
University of Engineering And Technology - Lahore
(Continue)

Intermediate: FSC Pre-Engineering
Islamia College Lahore cantt

Matriculation: Computer Science
Lady Griffen. Girls High School – Garahi Shahu

EDUCATION EXPERIENCE

Web Front-End
Internship - UET, Lahore
As a Web Front-End Intern I had the valuable opportunity to immerse myself in the world of web front end development, gaining hands-on experience with the HTML, CSS and Javascript.

Instructor
Part Time – Unique Science Academy
As a Computer Science Instructor I have developed a strong foundation in effectively teaching Computer Science concepts.

VOLUNTEER EXPERIENCE

Zimal UET Lahore
Actively contributed to the planning and execution of multiple events focused on the role of women in society, which aimed to raise awareness, foster discussions, and empower individuals to promote gender equality.

SKILLS

- Responsible
- Quick Learner
- Web Front-End Development
- SQL
- C++, C#, Python
- Punctual

- Good Communication Ethics
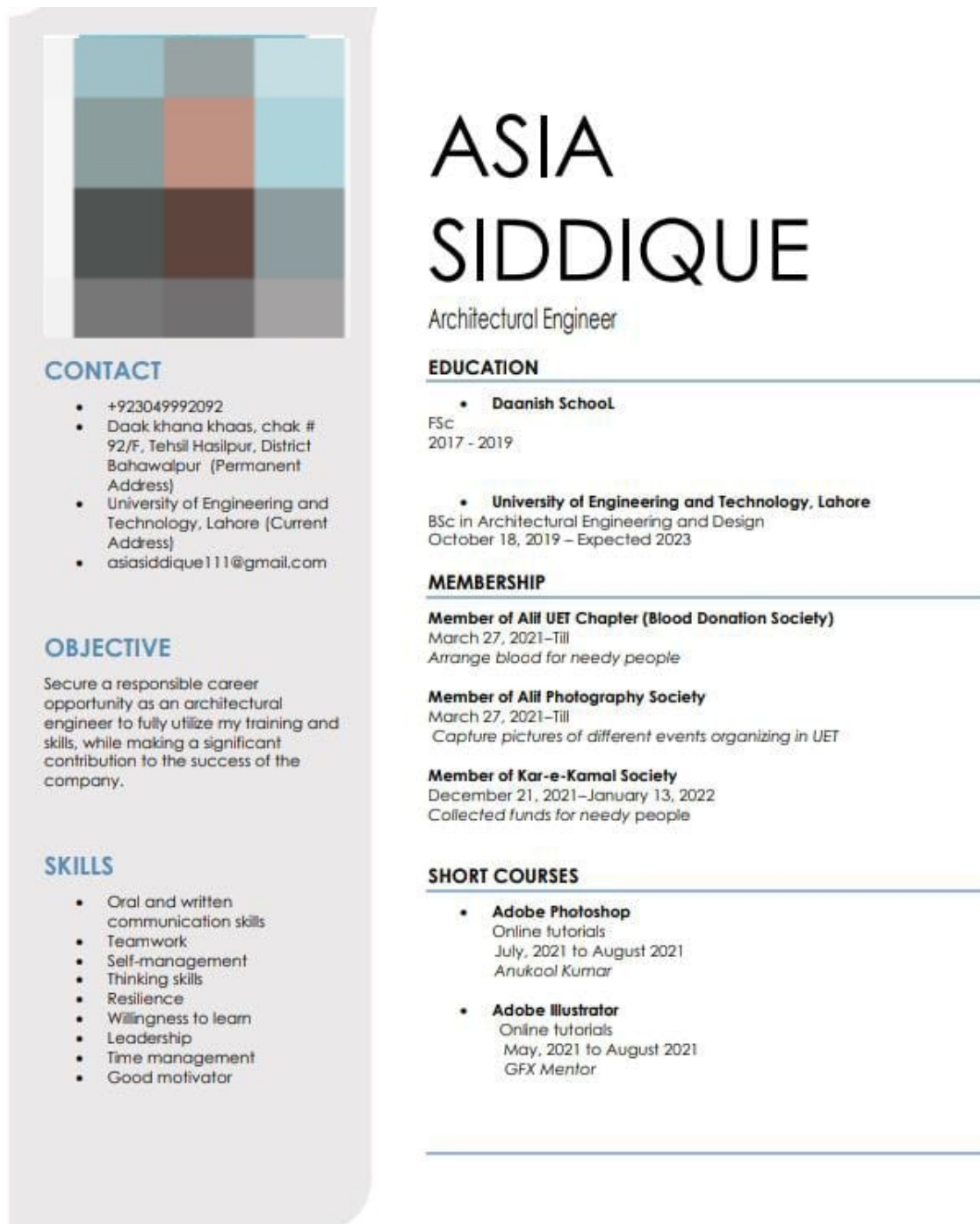
FIGURE 5: Ineffective resume

BISMA SHAKEEL
35201-4254474-6
Street No. 15, Baghbanpura, Lahore.
+92 3019464826
bismashakeel521@gmail.com

Objectives:

- To leverage my technical skills in software development for innovative projects.
- I am seeking a marketing role where I can apply my expertise in digital campaigns and drive results.

Academic Career:

B.Sc Computer Science	University of Engineering and Technology, Lahore	2022 - 2026	3.1 CGPA
ICS	Queen Mary College	2020 - 2022	93.91 %
Matriculation	Thanet Hall School	2018 - 2020	96.90 %

Work Experience:

- Attended online HTML and CSS workshop (September 2023)
- One month internship at ABC Marketing Agency, I effectively utilized Microsoft Office for various tasks and projects (July 2023)

Professional Skills:

- Proficient in C++ programming and web development
- Strong interpersonal and communication skills

Languages:

- Fluent in Urdu and Punjabi
- Proficient in English, with strong writing and comprehension skills

Interest and Hobbies:

- Passionate about creating software and solving complex problems
- Book reading (Novels)
- Playing badminton

References will be available upon request.

FIGURE 6: Ineffective resume

FIGURE 7: Ineffective resume

6   Participant Engagement

Interactive sessions, including a Q&A segment and practical exercises, kept participants actively engaged throughout the workshop.

7   Key Takeaways

Participants gained insights into:

- Crafting a compelling personal summary.

- Tailoring resumes for specific job applications.

- Presenting academic and professional achievements effectively.

8   Challenges and Successes

While the workshop proceeded smoothly, some participants expressed challenges in differentiating between a resume and CV. Umm-e-Farwa addressed these concerns effectively, fostering a positive learning environment.

Some students were considering a resume as just a document. We made them aware that a resume is a professional marketing document and, if well-crafted, it can serve as your personal job opening.

In the resume build workshop, participants expressed various challenges. Some found it difficult to write their resumes, while others struggled to highlight their skills and experiences. We faced these challenges together and provided guidance to help them write effective resumes.

9   Feedback of Workshop

Following the successful conclusion of the workshop, we distributed a feedback form among the participants, receiving a total of 26 responses.

How do you feel about the workshop overall?
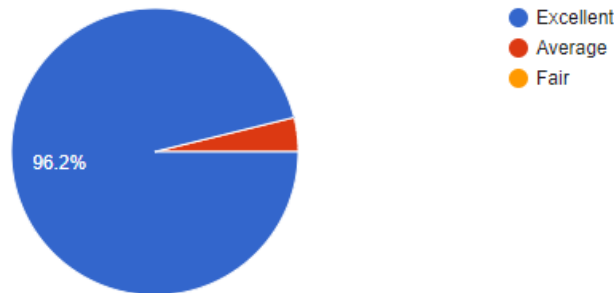
26 responses

FIGURE 8: Participants expressed an overwhelmingly positive sentiment, with 96% indicating that they found the workshop excellent.

Prior to this workshop, did you feel you had an understanding of how to create a resume?
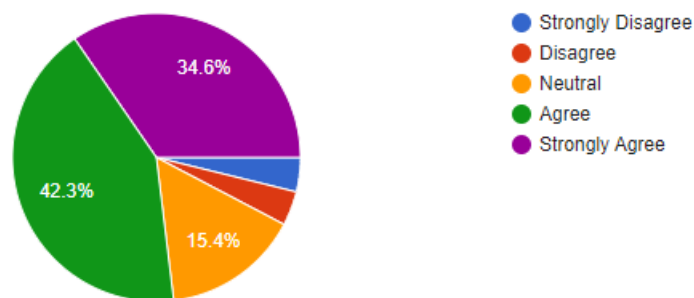
26 responses

FIGURE 9: Prior to this workshop, they were not enough confident.

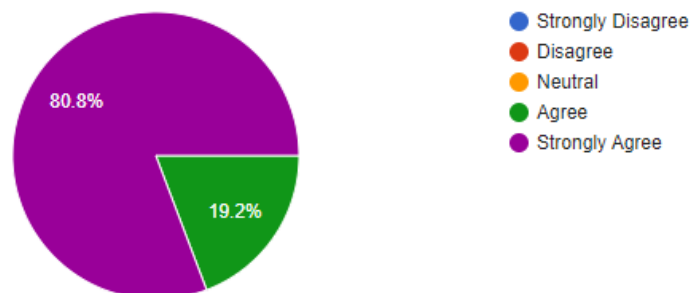After taking this workshop, do you feel you understand how to create a resume?

26 responses

FIGURE 10: After the workshop, they were much more confident.

From what you learned at this workshop, do you now understand the different types of   [Copy icon] Copy
resume formats?

26 responses

61.5%

38.5%

- Strongly Disagree
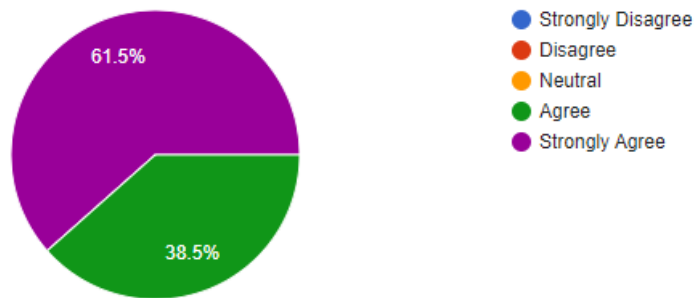- Disagree
- Neutral
- Agree
- Strongly Agree

FIGURE 11: They had the better understanding of resume formats.

After participating in this workshop, do you understand some of the different ways to   [Copy icon] Copy
organize a resume?

26 responses

65.4%

34.6%

- Strongly Disagree
- Disagree
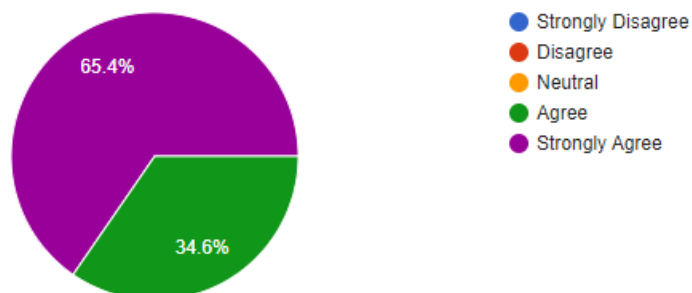- Neutral
- Agree
- Strongly Agree

FIGURE 12: They had the better understanding of resume formats.

9.1   Feedback comments:

Some feedback comments that we received were:

It was a great seminar. I understood each and everything about resumes.

I have a clear understanding of resumes now.

It was informative.

It was a really informative session, looking forward to further sessions.

It was a valuable experience, got to learn great new things.

Thank you for organizing the resume workshop! It was incredibly informative and practical. The tips provided will certainly enhance my resume. The interactive format and the opportunity to ask questions were much appreciated.

10   Conclusion

The workshop concluded successfully, with valuable feedback received from participants that were listed above.

We concluded the workshop with the key takeaways that it is crucial to understand that a unique and job-specific resume is a vital tool for job hunters. A resume speaks for you when you're not present, portraying your image and professionalism at a glance. It should be excellent to grab the attention of prospective employers, meaning it should be brief and "punchy."

Additionally, a good cover letter is essential as it complements your resume. It needs to be well-written, highlighting why you are applying for the job. You can also showcase some accomplishments to grab attention and convince the prospective employer that you are the right fit for the job.

11   References

1. Noble, D. F. (2007). *Gallery of Best Resumes: A Collection of Quality Resumes by Professional Resume Writers* (4th ed.). Indianapolis: Jist.

2. Enelow, W. S. (1997). *100 Winning Resumes for $100,000+ Jobs: Resumes that Can Change Your Life*. Impact Publications.

3. Kolin, P. (2012). *Successful Writing at Work*. Cengage Learning.

4. Ireland, S. (2000). *The Complete Idiot's Guide to The Perfect Resume* (2nd ed.). Indianapolis: Macmillan USA, Inc.