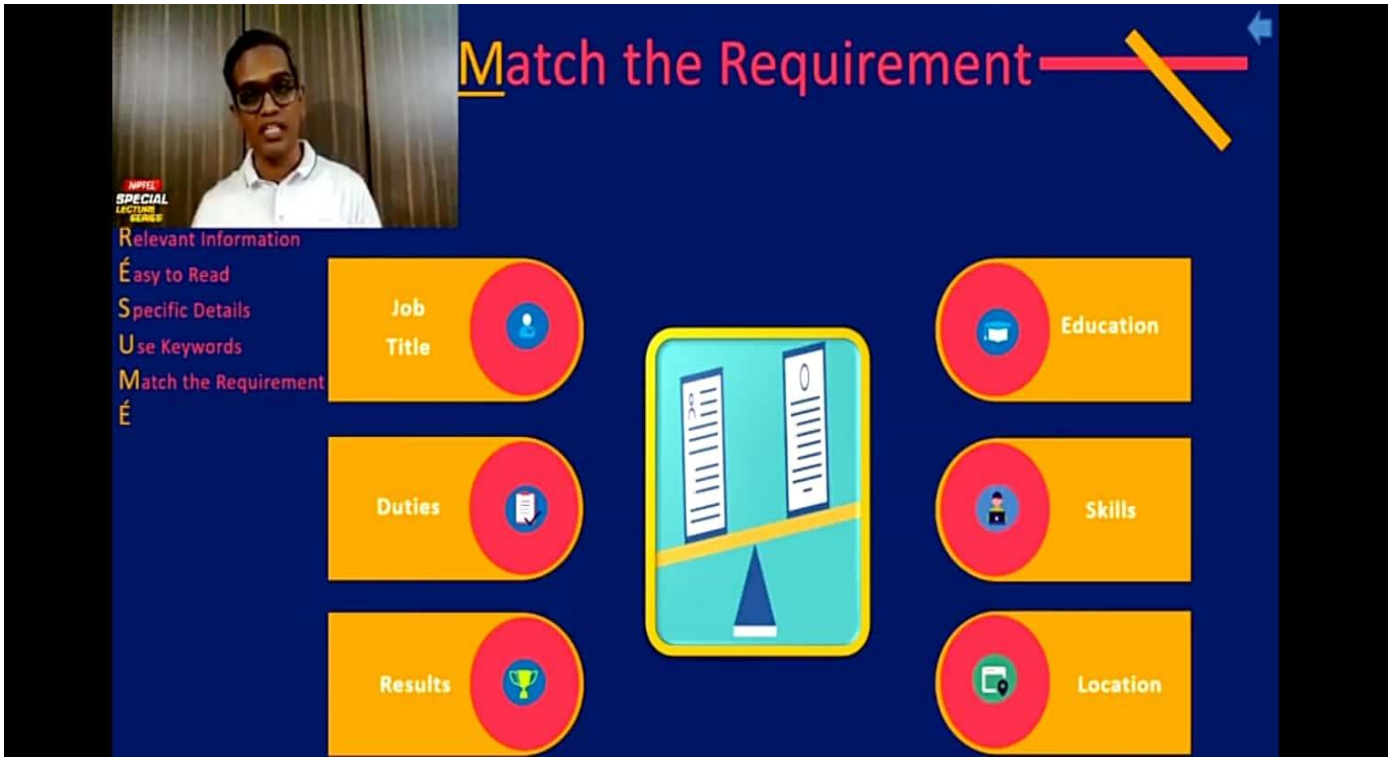
DAILY ASSESSMENT FORMAT

Date:	**28/05/2020**	**Name:**	**Shilpa S**
Course:	**Resume**	**USN:**	**4AL14EC078**
Topic:	**Why you should write your own resume?**	**Semester & Section:**	**8th - A**
GitHub Repository:	**Shilpa_online**		

FORENOON SESSION DETAILS

Image of session



7:48

Report –

Shilpa. S. 28/05/2020
HALI4EC078 – 8th sem 'A' sec.

Topic : Why you should write your own Resume ?
– By Mr. Sajjad Ahmed

Basics

1] Job Requirement
2] Job Description
3] Sourcing
4] Screening
5] Profile evaluation
6] Interview
7] Selection

[R] → Relevent Information

Personal detail :– Name, Contact no, Correct email

objective / synopsis :– Motivation

Education :– Name of the college, year of pass-ing, CGPA

Skills

Training Certification

[E] → Easy to read

Fonts, underline, arrange in order.

Scanned with CamScanner

[S] → Specific details

Contribution Vs Description

[U] → Use keywords

ATS → Application Tracking System

Match rate, Ranking

[M] → Match the requirement

title, Responsibilities, results, Education, Skills, Location.

[P] → Evaluable

Format of Resume