

## **DAILY ASSESSMENT FORMAT**

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

### **FORENOON SESSION DETAILS**

Image of session

The image shows a presentation slide with a dark blue background. In the top left corner, there is a small video feed of a man with glasses and a white shirt. The title 'Match the Requirement' is written in large, pink, sans-serif font at the top right, with a red horizontal line and a yellow diagonal line crossing through it. Below the title, on the left side, is a list of 'Relevant Information' in pink text: 'Easy to Read', 'Specific Details', 'Use Keywords', 'Match the Requirement', and 'É'. In the center of the slide is a graphic of a balance scale with two papers on it. Surrounding the balance scale are six yellow rectangular boxes, each with a pink circular icon and a label: 'Job Title' (person icon), 'Education' (graduation cap icon), 'Duties' (document icon), 'Skills' (person with gear icon), 'Results' (trophy icon), and 'Location' (location pin icon).

Match the Requirement

Relevant Information

- Easy to Read
- Specific Details
- Use Keywords
- Match the Requirement
- É

Job Title

Education

Duties

Skills

Results

Location



## Report -

Shilpa. S.

HALI4 EC078 - 8<sup>th</sup> sem 'A' sec.

28/05/2020

Topic : Why you should write your own Resume ?  
- By Mr. Baffad Ahmed

### Basics

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

[R] → Relevant Information

Personal detail :- Name, Contact no, correct email

Objective / synopsis :- Motivation

Education :- Name of the college, year of passing, CGPA

### Skills

Training Certification

[E] → Easy to read

Fonts, underline, arrange in order.

[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.

[E] → Evaluable

Format of Resume