**DAILY ASSESSMENT**

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| **Date:** | **19/05/2020** | **Name:** | **Shilpa S** |
| **Course:** | TCS-ION CAREER EDGE | **USN:** | **4AL14EC078** |
| **Topic:** | Gain Guidance from Career Gurus  Prepare a Strong Resume and Cover Letter  Stay ahead in group discussion | **Semester & Section:** | **8 SEM (A)** |
| **Github Repository:** | **Shilpa-online** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **4..PNG5..PNG** |
| **Report:-**   1. Gain Guidance from Career Gurus   Which consists of three stages:   1. why do we need a head start 2. key pillar of the head start  * clarity of thoughts * access and visibility * early preparation * acquires required skills * compiling resume * cracking the interview   **2.Prepare a Strong Resume and Cover Letter**  In this sub unit will learn about the Prepare a Strong Resume and Cover Letter will help you in getting the interview for the  **Objectives**   1. create the resume 2. draft a well worded cover letter 3. importance of resume 4. describe the resume 5. write using pointers 6. discuss the content of the cover letter 7. types of resume  * chronological resume * functional resume * combination resume  1. customize the resume accordingly 2. maintain standard space between space 3. use formal readable fonts 4. Size up to 12-14     **Importance of the cover letter**   * A cover letter is read before resume is read * Each should be tailor made to the job * It tells the employer the job role that we are interested * It tells the qualified role   Summary   * Resume should be crisp and to the point * It should be clear about the career objective, skills * It should be not be false details  1. Stay ahead in group discussion   In this course on Be Prepared for Group Discussions will learn how important it is to maintain your calm and speak with clarity during a discussion    Objectives   * Points assessed in the GD * How to present * Effective presentation on the thoughts     What is GD?  It is time bound, positive exchange of the thoughts, it is a mass greeting process all the participants in the are expected to present their opinion accordingly in the GD   * Clarity * Body language * Listening * Tone of voice * Appropriate language * Conciseness * Confidence |