

Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

1. Thank you Email
2. Letter of Apology
3. Reminder Email
4. Quotation Email
5. Email of Inquiry for Requesting Information
6. Email Asking for a Status Update
7. Asking for a Raise in Salary
8. Email to Your Boss About a Problem (Requesting Help)
9. Resignation Email
10. Introduction Email to Client

Submission:

- Upload the five email drafts in PDF or DOC format.

Module 2: Campus to Corporate

Task 1: Build your Resume

- Create a professional resume using a clean, structured format that highlights your skills, education, and achievements.
- Include the following sections: Personal Info, Objective, Education, Skills, Experience, Projects, Certifications, and Interests.

Task 2: LinkedIn Profile

- Create or update your LinkedIn profile to reflect your resume.
- Ensure your profile picture, headline, and summary are professional and complete all sections: Experience, Skills, and Certifications.

Submission:

- Upload the PDF of your resume in your career centre
- Provide the link to your updated LinkedIn profile in your career centre