**DAY 2 ASSIGNMENT**

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| **Date:** | **19-05-2020** | **Name:** | **Ashish Shanbhag** |
| **Course:** | **TCS-ION** | **USN:** | **4AL16EC008** |
| **Topic:** | **1. Gain Guidance from Career Gurus**  **2.** **Write a Winning Resume and Cover Letter**  **3. Stay Ahead in Group Discussions** | **Semester & Section:** | **8th A** |
| **Github Repository:** | **Ashish Shanbhag** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Resume and Cover Letter**  A resume is a formal document that serves to show a person’s career background and skills. In most cases, it’s created in order to help a candidate to land a new job. A traditional resume consists of a professional summary, work history, and education sections. It works like your job hunt marketing document. Resumes are the first thing the prospective employer sees about you. They need to make the best first impression on the recruiter. That’s why a resume is considered to be one of the most important steps in the job application process.  [**Resume vs. cover letter**](https://zety.com/blog/cover-letter-resume-difference)**:**   * A resume is a bulleted overview of your work experience. A [cover letter](https://zety.com/blog/what-is-a-cover-letter), as the name suggests, shows your skills and accomplishments in the letter form. * Resumes cut to the chase and are a point of reference for the recruiter during a job interview. Cover letters get into more detail about particular career moments.   **What to Include on a Resume:**     * **[Contact information](https://zety.com/blog/resume-contact-information)**: Name, phone number, email address, and optionally relevant social media handles, such as your LinkedIn profile. In most cases, leave your [address off your resume](https://zety.com/blog/address-on-resume). * [**Resume profile**](https://zety.com/blog/resume-profile): A short summary of your skills and proudest accomplishments. It tops your resume and serves as your job bio. * [**Work experience**](https://zety.com/blog/work-experience-resume): It’s where you tell your career history. Your [job titles](https://zety.com/blog/job-titles), company names, duties, and years worked—these go into this section. * [**Education on a resume**](https://zety.com/blog/education-on-resume): School names, [degrees](https://zety.com/blog/how-to-list-degree-on-resume), [major/minors](https://zety.com/blog/how-to-list-minor-on-resume), and optionally—[GPA](https://zety.com/blog/gpa-on-resume) plus [relevant coursework](https://zety.com/blog/relevant-coursework-resume). * [**Resume skills**](https://zety.com/blog/what-skills-to-put-on-a-resume): Job-related skills that may be of value to your prospective employer. Include [soft skills](https://zety.com/blog/soft-skills) and [hard skills](https://zety.com/blog/hard-skills).   **Group Discussions**  A methodology or in a simple language you may call it an interview process or a group activity. It is used as one of the best tools to select the prospective candidates in a comparative perspective. GD may be used by an interviewer at an organization, colleges or even at different types of management competitions. A GD is a methodology used by an organization to gauge whether the candidate has certain personality traits and/or skills that it desires in its members. In this methodology, the group of candidates is given a topic or a situation, given a few minutes to think about the same, and then asked to discuss the topic among themselves for 15-20 minutes. GD evaluation is done by the subject experts based on the discussions. A report will be prepared on analyzing the facts at the end of the discussion.  **Do’s**   * Make sure your first entry is well planned. The first impression goes a long way in establishing your credentials. Enter the discussion with a strategy, rather than a random input. * Establish eye contact with the key participants, but do not ignore the other participants. While the active participants need to be acknowledged more frequently, the passive ones should not be completely overlooked. * Use a strong voice, clear diction and correct grammar. This gives you an operational advantage. * Do take counter arguments gracefully and display good listening skills, projecting you as a good learner. * Do acknowledge the previous speaker before putting across your point of view. * Maintain a calm and balanced disposition throughout the discussion.   **Don’ts**   * Don’t start for the sake of starting. This may project you as an impulsive person with lack of planning and organizing skills, which totally discounts your candidature for a management program. * Don’t speak randomly without a plan and structure. * Don't show a lack of attention or energy. This may show that you are indifferent to the task at hand. * Don't look at only the key speakers in the discussion. It is your responsibility to respect all members of the group. * Don't condemn or severely criticize anyone’s view point. |

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| **Date:** | **19-05-2020** | **Name:** | **Ashish Shanbhag** |
| **Course:** | **PYTHON** | **USN:** | **4AL16EC008** |
| **Topic:** | **Python** | **Semester & Section:** | **8th A** |
| **Github Repository:** | **Ashish Shanbhag** |  |  |

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| **FORENOON SESSION DETAILS**     Python Functions A function is a block of code which only runs when it is called. You can pass data, known as parameters, into a function. A function can return data as a result. Creating a Function In Python a function is defined using the def keyword: Example def my\_function():   print("Hello from a function") Calling a Function To call a function, use the function name followed by parenthesis: Example def my\_function():   print("Hello from a function") **my\_function()** Arguments Information can be passed into functions as arguments. Arguments are specified after the function name, inside the parentheses. You can add as many arguments as you want, just separate them with a comma.  **Python program to find the area of the square using function**  def areaSquare( side ):  area = side \* side  return area  side = 4  print(areaSquare(side))  **Output:16**  **Python Conditionals**  In programming and scripting languages, conditional statements or conditional constructs are used to perform different computations or actions depending on whether a condition evaluates to true or false. The condition usually uses comparisons and arithmetic expressions with variables. These expressions are evaluated to the Boolean values True or False. The statements for the decision taking are called conditional statements, alternatively they are also known as conditional expressions or conditional constructs.  The general form of the if statement in Python looks like this:  if condition\_1:  statement\_block\_1  elif condition\_2:  statement\_block\_2  else:  statement\_block\_3  **Example**  i = 20;  if (i < 15):      print ("i is smaller than 15")      print ("i'm in if Block")  else:      print ("i is greater than 15")      print ("i'm in else Block")  print ("i'm not in if and not in else Block")  **Output**: i is greater than 15  i'm in else Block  i'm not in if and not in else Block |