**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19/05/2020** | **Name:** | **Davis S. Patel** |
| **Course:** | **TCS ION** | **USN:** | **4AL16EC045** |
| **Topic:** | Gain Guidance from Career Gurus  Write a Winning Resume and Cover Letter  Stay Ahead in Group Discussions | **Semester & Section:** | **8th - A** |
| **GitHub Repository:** | **Davis** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |

**Report –**

**Gain Guidance from Career Gurus**

**Clarity of thoughts**

**Access and Visibility**

**Early preparation**

Being more prepared and resilient can give a competitive advantage to your business, so isn’t this alone worth the investment? Hopefully, after this article, you’ll agree that it is.Depending on circumstances and risk, every business can assess their situation and decide how much time and money they want to invest into their company.

**Write a Winning Resume and Cover Letter**

This online course helped me to Prepare a Strong Resume and Cover Letter will help me in getting the interview for the job which I will be applying for. I have understand how important it is to learn to frame the right resume along with an impressive cover letter.

The things I learned over here are following –

* Importance of a resume
* Structure of a resume
* Do's and Don'ts of creating a resume
* Cover letter
* Importance of a cover letter
* Structure of a cover letter

The cover letter allows you to target the job and the employer in a very specific way, leaving the resume to market your skills, qualities and experience as a part of the bigger picture. Your resume then needs less tweaking with each application because the letter, which must be different each time, does that for you. A great cover letter should not just repeat your resume in a shorter form, but should tell the employer what it is about the job that is attractive to you and why you want to work for that employer. You will also need to include the unique skills and the qualities you bring to that job and the company.

**Do's and Don'ts of creating a resume**

* Do Highlight Your Most Relevant Experiences.
* Don't Freak Out if You Have No Relevant Experience.
* Do Optimize for Applicant Tracking Systems.
* Don't Steal the Job Description's Exact Wording.
* Do Use Data.
* Don't Include Anything Confidential.
* Do Include Soft Skills, Too!
* Don't Include Obvious Skills.

**Stay Ahead in Group Discussions**

In this online course I learned about to Be Prepared for Group Discussions, how important it is to maintain your calm and speak with clarity during a discussion. I also learned how to handle a group discussion with ease.

A group discussion is a qualitative research method in the social sciences, with a particular emphasis and application in the developmental program evaluation sphere. They are a predetermined semi-structured interview led by a skilled moderator. The moderator asks broad questions to elicit responses and generate discussion among the participants. The moderator’s goal is to generate the maximum amount of discussion and opinions within a given time period.