

## DAILY ASSESSMENT FORMAT

<b>Date:</b>	<b>19/05/2020</b>	<b>Name:</b>	<b>Sachin Krishna Moger</b>
<b>Course:</b>	<b>TCS ION Career Edge - Knockdown the Lockdown</b>	<b>USN:</b>	<b>4AL17EC103</b>
<b>Topic:</b>	<ol style="list-style-type: none"><li>1. Gain Guidance from Career Gurus</li><li>2. Write a Winning Resume and Cover Letter</li><li>3. Stay Ahead in Group Discussions</li></ol>	<b>Semester &amp; Section:</b>	<b>6-B</b>
<b>Github Repository:</b>	<b>Sachin-Courses</b>		

### FORENOON SESSION DETAILS

Image of session

Write a Winning Resume and Cover Letter :



resume as a tool for marketing yourself. It's more than just a document: It outlines your background, your skills, and your education so that a potential employer is quickly and easily able to see how your individual experiences can contribute to a company's success.

The Resume should be crisp and to the point

The resume should be clear about your carrier objectives, skills, abilities and what you are looking for.

Choose the format or style that is best suited for your profile.

Do not lie in the resume.

Be proud of your achievements and experience as the resume is YOU on paper

A cover letter gives initial impression of you.

## Stay Ahead in Group Discussions:

**Sachin Krishna**

Status : Pass

Assessment Date : 19-05-2020 12:30:26 (GMT+05:30)

Performance Level : **Excellent** 

**10.00**

Your Total  
Score

**10.00**

Assessment  
Score

**4.00**

Cut-Off marks  
(Pass Marks)

**100.00**

Your  
Percentage

**E**

Performance  
Category

It helps to judge how one conceptualizes and manoeuvres his ideas through the discussion. It helps in analysing the candidate's attitude towards fellow members through one's communication and interpersonal skills, listening ability, humility and tolerance to others ideas.

### ***Group discussion:***

1. A group discussion is not a debate.
2. To be aware of your body language.
3. To keep a check on your tone of voice and the language used.
4. To update yourself with current information.
5. Not to panic.
6. To maintain formal decoru