**DAILY ASSESSMENT FORMAT**

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| Date: | 19-05-2020 | Name: | Sheela Golasangi |
| **Course:** | TCSION | **USN:** |  |
| **Topic:** | Gain Guidance from Career Gurus  Prepare a Strong Resume and Cover Letter  Stay ahead in group discussion | **Semester & Section:** | VIII  ‘B’ |
| **Github Repository:** | Sheela Golasangi |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  C:\Users\india\Downloads\WhatsApp Image 2020-05-20 at 8.43.02 AM.jpegC:\Users\india\Downloads\WhatsApp Image 2020-05-20 at 8.42.59 AM.jpeg |
| **Report – Report can be typed or hand written for up to two pages.**  This module gave the about the guidance from career gurus, how to build a proper resume for the interview, tips for the cracking online exams given by the corporate and interview. In the interview what and process is there and how to face it and also about the group discussion. They all are explained in below.  **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   8.customize the resume accordingly  9.maintain standard space between space  10. use formal readable fonts  **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    **3.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  they are expected to present their opinion accordingly in the GD.  ● Clarity  ● Body language  ● Listening  ● Tone of voice  ● Appropriate language  ● Conciseness  ● Confidence |