**ASSESSMENT**

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| **Date:** | 28-05-2020 | **Name:** | Sheela Golasangi |
| **Course:** | Resume Building | **USN:** | 4AL16EC068 |
| **Topic:** | Why You Should Write Your Own Resume? | **Semester & Section:** | VIII  ‘B’ |
| **Github Repository:** | Sheela Golasangi |  |  |

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| **REPORT**  The session is hosted by Mr. Sajjad Ahmed, Director – HR, Capgemini on the topic Why You Should Write Your Own Resume. He spoke about his views, profile, education, organizations and core competencies. In resume there are two letter ‘e’ two extra things on both e’s that is accents. Resume is basically French word and meaning of resume. Resume is a summary or sum it up or bio data or some says curriculum vitae (CV). He share the basics of resume, i.e.,  **Basics**  **C:\Users\india\Downloads\WhatsApp Image 2020-05-28 at 7.40.20 PM.jpeg**  The first thing is there has to be a Job Requirement in this somebody left the organization and organization need to fill it back or there is a new requirement come up and new project or looking for fresher’s. Moving forward, then comes Job Description, Sourcing is a post it in news paper, linked, company website or colleges. Then comes Screening, Profile Evaluation, Interview and Selection and overall attitude, skills that you have you get selected in the interview.  **RESUME**  **R -** Relevant Information  **E -** Easy to Read  **S –** Specific Details  **U -** Use keywords  **M -** Match the Requirement  **E –** Evaluable  **Relevant Information**    **C:\Users\india\Downloads\WhatsApp Image 2020-05-28 at 8.33.07 PM.jpeg**  In relevant information contains the personal details, objectives/synopsis, education, organization, skills and Training & certifications. These explanations are given below in the figure. A tip is, no exam philosophy – more number of pages and more marks.  **Easy to Read**    In the easy to read put very clear picture because some of the interviews happened on skype they match the resume and talking person. Font is easy to read and careful in fonts. Be careful in spelling because we do some spelling mistakes in the resume if the interviewer saw the spelling mistakes it gives the bad impression. A tip is, have someone proofread your resume. You also read it multiple times.    **Specific Details**  In this organization looks into what have you contributed and achievements and also experience. For example, request from college authorities to change the venue of college fest. We have to write the resume in our own way because it shows our skills. A tip is your resume is a medium for advertising yourself means your skills.    **Use Keywords**  **C:\Users\india\Downloads\WhatsApp Image 2020-05-28 at 7.40.20 PM (2).jpeg**  A tip is content & format is the key. Use keywords explanations shows in the below figure.  **Match the Requirements**   1. Job Title 2. Duties 3. Results 4. Education 5. Skills 6. Location   A tip is different resumes for different positions.  **Evaluable**   1. Visual 2. Format - It will be name of the person and what position for examples file name is sajjadi HR. 3. Don’t have any tables in your resume relevant information with specific is enough they always look at a description.   He ended up the session saying Seth Godin thought You are NOT your Resume, You are your WORK. |