# **DAILY ASSESSMENT FORMAT**

Date:	May 19 <sup>th</sup> ,2020	Name:	Sushmitha R Naik
Course:	TCSION CARRIER EDGE	USN:	4AL17EC090
Topic:	GAIN GUIDANCE FROM CAREER	Semester	6 <sup>™</sup> B
	GURUS WRITE A WINNING RESUME	& Section:	
	AND COVER LETTER STAY AHEAD IN		
	GROUP DISCUSSION		
GitHub	Sushmitha_naik		
Repository:			



- Employable skills
- Changing job roles
- Employment outlook

## Pillars to get a head start:

- Clarity of thought
- Access and visibility
- early preparation
- acquire relevant skills
- compelling resource
- cracking the interviews

one should prepare, practice and plan in advance to have head start.

## 2.write a winning resume and cover letter:

#### Importance of a resume:

- it's a power to get an interview for our dream job
- many organizations use resume to short list potential candidates.
- Our resume is our virtual.it should speak of our passion and the career that we want to follow.

### Structure of a resume:

- Personal details
- Career objectives
- Educational qualification
- Technical skills
- Additional qualification /certificates and
- Personal details

#### Types of resume:

- Chronological resume
- Functional resume and
- Chronological resume
- Functional resume and
- Combinational resume

### **Cover letter:**

An additional page along with the resume to seek any desired designation in any organization

#### Structure of a cover letter:

- Date
- Candidate Name
- Candidate 's Address
- Candidate's Phone number
- Candidate's Email id
- Company official name
- Company name
- Company address
- Pin code

Dear sir/ma'am

**Opening paragraph** 

Middle paragraph

### **Complementary close:**

- Your sincerely
- Handwritten signature
- Your full name (typed)

## 3.stay ahead in group discussion:

## Importance of group discussion:

- To check communication skills
- To check our ability to work in a team
- To check our ability to express our point of view
- To check our listening skills
- To check our ability to handle criticism
- To check out knowledge of subject
- To check our overall personality

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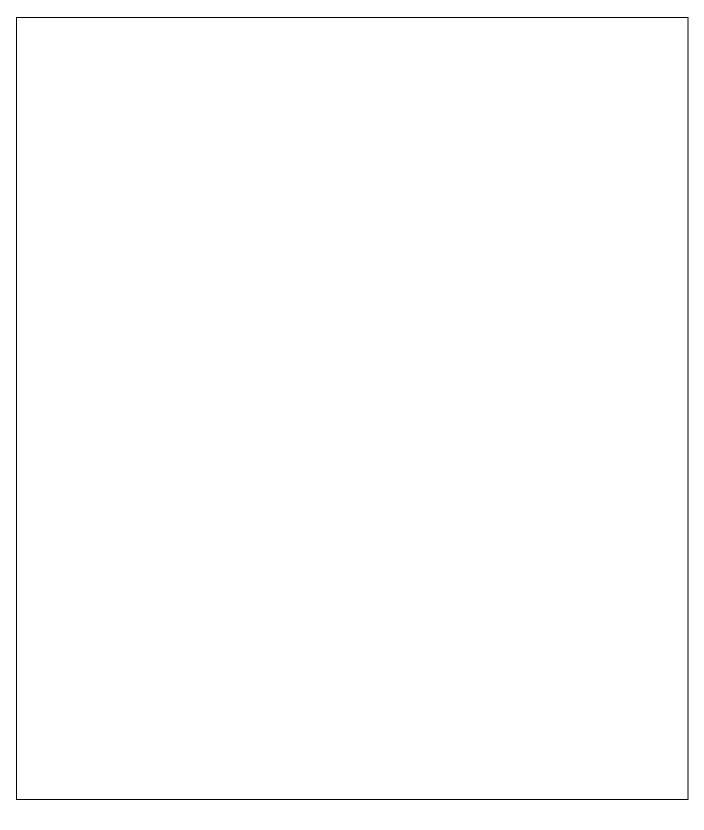
## Points to remember in group discussion:

### Points we will be assessed on:

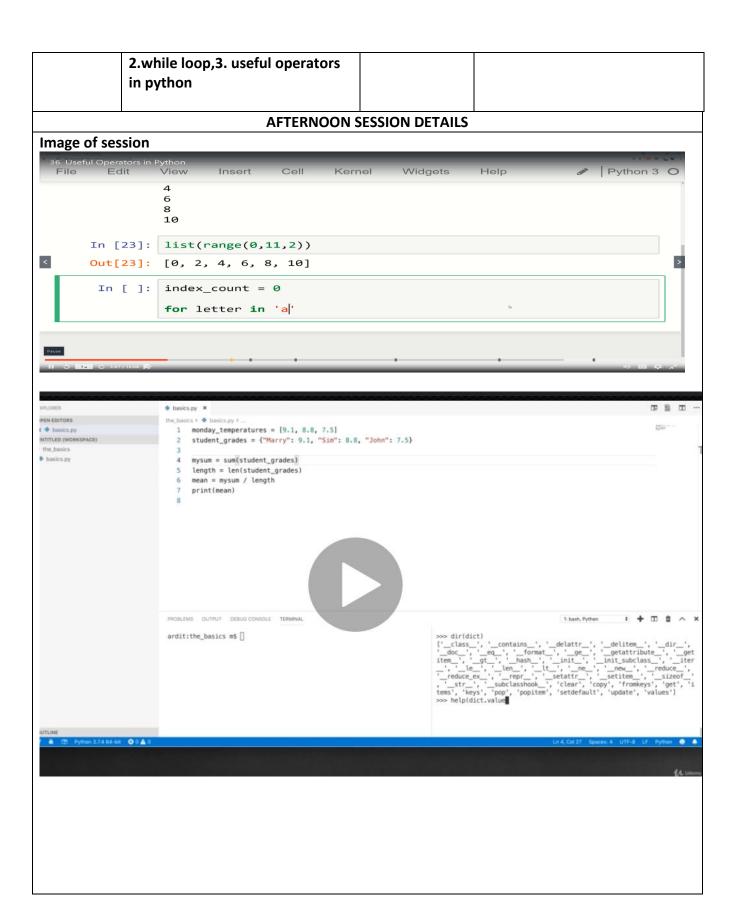
- Clarity
- Body language
- Listening
- Tone of voice
- Appropriate language
- Courtesy
- Conciseness
- Confidence
- Correctness

## Conclusion/points to be remembered:

- Group discussion is not a debate
- To be aware of your body language
- To keep a check on our tone of voice and the language used
- To update yourself with current information
- Not to panic.



Date:	19 <sup>th</sup> may 2020	Name:	Sushmitha R Naik
Course:	PYTHON	USN:	4AL17EC090
Topic:	1.for loop	Semester &	6 <sup>™</sup> B
		Section:	



## Report -

## 1.for loop:

- A for loop is used for iterating over a sequence (that is either a list, a tuple, a dictionary, a set, or a string).
- This is less like the for keyword in other programming languages, and works more like an iterator method as found in other object-orientated programming languages.
- With the for loop we can execute a set of statements, once for each item in a list, tuple, set etc.

## **Programming example:**

```
    fruits = ["apple", "banana", "cherry"]
    for x in fruits:
        if x == "banana":
        break
        print(x)
```

### output:

apple banana

## 2.while loop:

• With the while loop we can execute a set of statements as long as a condition is true.

## **Programming example:**

```
i = 1
while i < 6:
print(i)
i += 1
```

### output:

- 1
  - 2
  - 3
  - 4
  - 5

3.useful operators in python:				
• 0	perators are used to perform operations on variables and values.			
• A	rithmetic operator			
• a:	ssignment operator			
• C(	omparison operator			
• lc	ogical operator			
• b	itwise operator			