**DAILY ASSESSMENT FORMAT**

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| **Date:** | **22-05-2020** | **Name:** | **Anand kumar k** |
| **Course:** | **TCS ION** | **USN:** | **4AL16EC002** |
| **Topic:** |  | **Semester & Section:** | **8th sem ‘A’ sec** |
| **Github Repository:** | **Anand-courses** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Strong resume and cover letter**  **This course on prepare a strong resume and cover letter will help you in getting the interview for the job you are applying for. You will understand how important it is to learn to frame the right resume along with an impressive cover letter.**  **Importance of resume**  **Your resume has the power to get you an interview for your dream job**  **Organization use the resume to short list potential candidate**  **Be prepare for group discussions**  **In this course you will learn how important it is to maintain your calm and speak with clarity during a discussion.**  **Understand how to ace corporate interviews**  **In this course we understand how to ace corporate interviews we learn the skill of attending an interview for the dream job you aspire to get through this module we will learn how to handle all the questions that are posed to handle interview.**  **Learn corporate etiquette**  **In this course we learn corporate etiquette how a smile, being punctual, maintaining a neat cubicle and good relationships.**  **Write an effective email**  **Learn corporate telephone etiquette.** |

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