**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19/05/2020** | **Name:** | **GAURAV N R** |
| **Course:** | **TCS ION** | **USN:** | **4AL15EC025** |
| **Topic:** | **Group discussion, resume and cover letter** | **Semester & Section:** | **8th sem ‘A’ sec** |
| **Github Repository:** | **gaurav** |  |  |

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| **MORNING SESSION DETAILS** |
| **Image of session** |
| **Report –**  **RESUME AND COVER LETTER:**  A resume or resume is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a summary of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview.  A cover letter is the best way to introduce yourself to a potential employer. It tells them a little bit about yourself, your background, and why you are interested in the position. A great cover letter is going to help you get your foot in the door and give you the best chance at getting a great position with any top company. There are many tools and resources you can use to help you create the best cover letter for advancing your career.  Cover letter should always be accurate and professional. Grammer and spelling errors must be checked and one make sure all the right contact information is included at the top of your letter. Another good tip for cover letters is to highlight your skills with carefully selected keywords. These words will jump out at the prospective employer and tell them exactly what your strengths are. Words that are easily understood and simple, like organized, experienced, and professional are used. Keep it simple so your cover letter will be easy to read and understand. Many hiring managers are busy and have a lot to go through, so they’ll appreciate a short and sweet cover letter. Try to keep the whole thing to one page.  The right cover letter will improve your chances of getting noticed at a prestigious company. One can stand out from the other applicants if you use the right formatting and keywords. Using the right tools and tips will help you get the position you are truly qualified for.  **GROUP DISCUSSION:**  Group discussion is a hiring technique applied by most organizations to select an ideal candidate for a particular job role. Basically, it is an informal discussion in which candidates with similar academic qualifications or related educational backgrounds, discuss a topic. So, it is sometimes called a ‘leaderless discussion’. The topic of discussion is generally provided by a panelist or a group of panelists.  **IMPORTANCE OF GD:**   A group discussion saves the employer’s time! Besides, it’s a great way to test your knowledge, nerves and communication skills, at once. The core objectives of a group discussion round are:   * To judge whether you are a good fit for a company * To test whether you are a team player * To assess your business communication skills * To evaluate your subject knowledge * To check if you are comfortable to speak on a particular topic or subject * To assess the spontaneity of your thoughts * To gauge your diction and facial expressions |
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