Date:	19-05-2020	Name:	POOJA K S
Course:	TCS ION CAREER EDGE	USN:	4AL17EC070
Topic:	Gain guidance from career gurus ,Prepare a strong resume and cover & Stay ahead in group discussion	Semester and section	6th sem B-sec
Github repository:			

Career Edge - Knockdown the Lockdown : Batch 01

Sub Unit- Lesson - Write a Winning Resume and Cover Letter

0Mins   Completed

Prepare a Strong Resume and Cover Letter

Summary

In this module you have learnt:

- The resume should be crisp and to the point.
- The resume should be clear about your career objectives, skills, abilities and what you are looking for.
- Choose the format/style that is best suited for your profile.
- Do not lie in the resume.
- Be proud of your achievements and experience as the resume is YOU on paper.
- A cover letter gives an initial impression of you.
- The cover letter tells the employer of the job role that you are interested in.

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Career Edge - Knockdown the Lockdown : Batch 01

Sub Unit- Lesson - Stay Ahead in Group Discussions

0Mins

Be Prepared for Group Discussions

Summary

In this module you have learnt,

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

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Day 4 - unit

Gain Guidance from career Gurus

1) Intense competition
2) Talent acquistion
3) Employable Skills
4) changing job Roles
5) Employment Outlook - Positive
6) key pillars to get a Headstart
   - clarity of thought
   - Early preparation
   - Access and visibility
   - Acquire Relevant Skills
   - compelling Resum
   - cracking the interview
   - Build your Network

Day 5 - unit
Write a winning Resume and cover Letter.

prepare a Strong Resume and cover Letter.
- Target Audience
- course content
- course Information

1) Importance of a Resume
2) Structure of Resume
3) Types of a Resume
   - Chronological Resume
   - Functional Resume
   - combination Resume   Brilliant

- Resume writing
- cover Letter

* Importance of a cover Letter
* Structure of a cover letter
* points to Remember
* Ex.

Day 6 - unit
Stay Ahead in Group Discussion

* Be Prepared for Group Discussion
  course Overview
  ~~target~~ * points assessed in
              Group discussion
          * How to present yourself
          * Effective presentation of
            thoughts
          * Do's and Don'ts
            of GD.

points to remember in Group Discussion
  * Clarity
  * Body language
  * Listening
  * Tone of voice
  * Appropriate language
  * Courtesy
  * Conciseness
  * Confidence

Date:	19-05-2020	Name:	POOJA K S
Course:	Python programming	USN:	4AL17EC070
Topic:	BASICS	Semester and section:	6th sem and B sec

In this session I learned about function, loops.

Function:

def cube_volume(a):   return a*a*a   Conditional blocks:

 mes = "hello there" if "hello" in mes: print("hi") else: print("I don't understand") Check if a value is of a certain type with:

 isinstance ("abc", str) isinstance ([1, 2, 3], list)

A python program can get user input via the input function The input function halts the execution of the program and gets text the user: name = input ("Enter your name")

   The input function converts any input to a string, but you can convert it back to int or float.   Using loops we can call any function multiple times, even your own functions.

 Let's suppose we defined this function:

   def Celsius_to_kelvin(cels):   return cels + 273.15   That is a function that gets a number as input, adds 273.15 to it and returns the result. A for loop allows us to execute that function over a list of numbers

 Monday_temp = [9.1, 8.8, -270.15] for temp in Monday_temp: print(Celsius_to_kelvin(temp))