

Date - 19/5/2020

Course - Tcs ion

Topic - Importance

and how write Resume

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Sem. section : IV Sem 'A'

Report:

Write a winning resume and cover letter

\* Resume contains - Contact details

Objective / Summary

Education

Skills

Personal details

- \* 3 types → \* Chronological resume (who had breaks in career)
- \* Functional resume (who have already experience)
- \* Combination resume (combination of both)

Do's:

- \* customize your resume to sector you are applying
- \* first page should catch the attention of interviewer
- \* Use bullets & maintain standard space.
- \* Use formal, readable fonts.
- \* Be cautious while mentioning ur hobby.

Don'ts:

- \* Don't exceed 2 page
- \* Don't make spelling & grammar mistakes.
- \* Don't include ur photograph unless asked by company.
- \* Don't lie about your achievements.

- \* The cover letter tells the employer the job role that you are interested in.



### Stay ahead in Group discussion :

- \* It is a positive exchange of views on particular topic
- \* It is time bound & open to all presenter
- \* It is mass grading process
- \* It checks our communication skills, ability to work in team, listening skills, knowledge of subject, overall personality.
- \* We should take care on clarity, Body language, listening, Tone of voice, language, courtesy, confidence

### ACE corporate interview :

- \* Preparation of interview -
  - \* good assessment of yourself
  - \* Researching the organization
  - \* Updating your resume
  - \* Preparing list of commonly asked questions
  - \* Understanding venue details.