**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19-5-2020** | **Name:** | **Ravi teja.G** |
| **Course:** | **TCSION** | **USN:** | **4al16ec101** |
| **Topic:** | **Gain guidance from carrier gurus**  **Write a wining resume and cover letter**  **Stay Ahead in Group discussions** | **Semester & Section:** | **6th B** |
| **Github Repository:** | **raviteja-course** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |

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| **Carrier guidance framework:**  Why do we need a Head start?   * Intense competition. * Talent acquisition. * Employable skills. * Changing of job rules. * Employment out look -positive.   **6 key pillars to Head start:**   * Clarity of thought. * Early preparation. * Access and visibility. * Acquire Relevant skills. * Compelling Resume. * Cracking the interviews.   **Write a winning resume and cover letter:**  **Objectives:**   * Explain the importance of resume. * Describe the structure of resume. * State the Do’s and Don’ts of resume. * Write your own resume using the pointers taught in that session. * Discuss the contents of cover letter. * State the Do’s and Don’ts of writing a cover letter. * Write your own cover letter using the pointers taught in the session.   **Importance of Resume:**   * Your resume has the power to get you an interview for the dream job.   The very same resume can be the reason for your dream job just remaining a job.  **Structure of resume:**  It consists of   * Contact details. * Objective/ summary. * Education. * Technical skills. * Certifications. * Personal details.   **Types of resumes:**   1. Chronological resume. 2. Functional resume. 3. Combination resume.   **Resume writing:**  **DO’S:**   * Customize your resume to the sector you are applying to. * Use bullets instead of paragraphs. * Maintain spacing. * Use key words. * Use formal ,readable fonts. * Use font size 12-14.   **Don’ts:**   * Don’t exceed 2 pages. * Don’t exceed 3-4 bullets per page. * Don’t make spelling and grammar mistakes. * Don’t use jargon. * Don’t include your photograph unless specified by the company. * Don’t lie about your achievements.   **Cover letter:**   * A cover letter is read before your resume. * It gives initial impression * It tells the employer the job that you. * It tells the employer how you qualified for the role.   **Structure of cover letter:**  It consists of candidate details , company details ,salutation , and the first paragraph consists of your self introduction and the second paragraph drives that you an asset for the employment. A training also mentioned that suits your profile.  **Stay ahead in group discussions:**  **Objectives:**   * Why and how group discussions are conducted. * Actively participation in a group discussions. * Use some effective phrases in group discussion.   **Group discussions:**   * A group discussion is a positive exchange of views on a particular topic. * It is time bound. * It is open to all present in the group. * It is not a competition or an argument where one person wins. * It is often used as a mass grading process.   **Why is a Group discussions are conducted :**  It is primarily conducted to check our interpersonal skills such as communication skills, ability to work in a team, ability to express your point of view, listening skills etc:  **Points to be remember in group discussion:**   * Clarity. * Body language. * Eye-contact. * Active listening. * Maintain Tone of voice. * Courtesy. * Appropriate language. |

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