**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19 may 2020** | **Name:** | **Shreya poojary** |
| **Course:** | **TCS ion** | **USN:** | **4AL16EC074** |
| **Topic:** | **1.Gain guidance from career gurus**  **2.Write a winning resume and cover letter**  **3.Stay ahead in group discussion** | **Semester & Section:** | **8-B** |
| **Github Repository:** | **Shreya-test** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\WINDOWS PC\Pictures\test4.PNG**  **C:\Users\WINDOWS PC\Pictures\test6.PNG** |
| **Gain guidance from career gurus .**  **Write a winning resume and cover letter**   * Soft skills * Prepare a strong resume and cover page * Objectives * Create your own resume * Explain do’s and don’t’s of resume writing. * Draft a well worded cover letter. * Importance of resume. * Structure of resume. * Types of resume. * Chronological resume * Functional resume. * Combimational resume. * Types of chronological resume * Types of functional resume. * Types of combinational resume. * Resume writing * Do’s * Don’t’s * Cover letter. * Importance of cover letter. * Structure of cover letter. * Cover letter points to remember. * Exercise * Summary * Conclusion on winning letter and conclusion.   **Stay ahead in group discussion**   * How to get prepared for a group discussion * Objectives * Points assed in the group discussion. * How to present yourself. * Effective presentation of thoughts. * Do’s and don’ts of group discussion. * What is group discussion? * Why is group discussion conducted? * Points to remember in group discussion. * Do’s * Don’ts * Common phrases * Case study * Quiz * Summary. * Conclusion on winning the group discussion. |

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| **Report – Report can be typed or hand written for up to two pages.** | | | |