**DAILY ASSESSMENT FORMAT**

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| **Date:** | **19 may 2020** | **Name:** | **Veronica gudagur** |
| **Course:** | **TCS ION** | **USN:** | **4al16ec091** |
| **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:** | **Veronica-g** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session**  **C:\Users\Nelson\Desktop\day 5s.PNG**  **C:\Users\Nelson\Desktop\day 6s.PNG** |
| **Report**  **Gain Guidance from career gurus**   * Need for head start: Intense competition, employable skills, employment outlook, talent acquisition, changing job roles * 6key pillars to get a head start * Clarity of thought * Early preparation * Access and visibility * Compelling resume * Cracking the interview * Acquire relevant skills   **Write a winning resume and cover letter**     * Importance of a resume * Structure of a resume * Types of resume  1. Chronological resume 2. Functional resume 3. Combination resume  * Do’s and Don’ts of resume writing   **Do’s**   * Use keywords that can be read by all machines * Use formal readable fonts * First page should catch the attention of the interviewer   **Don’ts**   * Don’t exceed 2 pages * Don’t exceed 3 to 5 bullets per section * Don’t make spelling and grammar mistake * Importance of a cover letter * Structure of a cover letter * Write the own resume using the pointers taught   **Stay ahead in group discussions**   * Why and how a group discussion in conducted * Actively participate in a group discussion * Use some effective phrases in a group discussion * What is group discussion?, Why is a group discussion conducted?, * Points to be assessed on GD  1. Clarity 2. Body language 3. Listening 4. Tone of voice 5. COURTESY 6. Conciseness  * **Do’s**  1. Dress formally 2. Listen to all points made 3. BE open minded about topics 4. Have a neutral tone of voice  * **Don’ts**  1. Don’t agree with all points of view 2. Don’t take any topic personally 3. Don’t interrupt mid-sentence 4. Don’t let a small group dominate the discussion |

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