

Report on Tcs ion

Guidance:

- Need for head start: Intense competition, employable skills, employment outlook, talent acquisition, changing job roles.
- Clarity of thought
- Early preparation
- Access and visibility
- Cracking the interview
- Acquire relevant skills

Resume Writing and cover letter:

- Importance of a resume
- Structure of a resume
- Types of resume
 1. Chronological resume
 2. Functional resume
 3. Combination resume
- ❖ Use keywords that can be read by all machines
- ❖ Use formal readable fonts
- ❖ First page should catch the attention of the interviewer
 - ❖ Points to remember for cover letter
 1. Identify your skills relevant to the job profile.

2. Keep it short.
3. Check the formatting of the letter.
4. Always include the job title.
5. Highlight your major skills.
6. Make sure that content is original and should ooze your enthusiasm for the job.
7. Proof read and spell check all the lines you have typed out.

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

Points to remember in group discussions:

- Points to be remember while participating in GD
- ❖ Clarity
- ❖ Body language
- ❖ Listening
- ❖ Tone of voice
- ❖ Appropriate language
- ❖ Courtesy
- ❖ Conciseness

❖ Confidence

❖ Correctness

➤ **Common phrases used in GD are**

1. Agreeing.
2. Disagreeing.

➤ **Do's in GD**

1. Dress formally
2. Maintain eye contact with all the group members
3. Have a neutral tone of voice
4. Express your point of view at the earliest.
5. Involve all the participants.
6. Try to summarize the GD.
7. Keep a track of time.
8. Remember quality is more important than quantity.

➤ **Don'ts in GD**

1. Don't let to dominate the discussion.
2. Don't drift the discussion away from the given topic.
3. Don't have an emotional shout.
4. Don't agree with all points of view.
5. Don't be biased.

ASSESSMENT REPORT:

My Attempts				
Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 01:57 PM	0:3:37 Hrs(02:01 PM)	8.0/10.0	Pass	View Result

My Attempts				
Attempted On	Attempted Duration (Submission Time)	Marks Obtained	Status	Action
19 May 2020 02:38 PM	0:9:2 Hrs(02:47 PM)	10.0/10.0	Pass	View Result