

Lecture 1

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SWOT analysis

- S -> Strength
- W -> Weakness
- O -> Opportunity
- T -> Threats

Strength and weakness are the aspects with respect to all inherent or acquired abilities .

Strength -

- Logical thinking
- Patience

Opportunity in terms of Academic and proportional break through.

Threats

Ex - new technology , new policy in trade and industry , increase cost of labour charge , variations in tax , competitions from other companies ,

Resume

Short document which introduces you to an employer or to a company or organisation .

Format 1 - Chronological resume

Providing education history in reverse order and also work experience .
Most used resume.

- Name and contact details
 - Objective and summary
 - Academic qualification and achievements
 - Co-curricular activities
 - Training programs for internship attended
 - Strengths
 - Interest , hobby , Skills
 - Personal Details
- <https://www.kickresume.com/en/help-center/quality-control-assistant-resume-sample/>

Format 2 - Functional Resume

Skill oriented resume .
This is suitable for a fresher .

Format 3 - Combination Resume

Chronological and functional resume

- Keep the format simple and readable .
- Don't use style and fonts . (Times new Roman)
- Restrict your resume to minimum number of pages. (Not more than 3 pages)
- Clearly state your objective.
- Provide genuine and correct information.
- Writing tone should be neutral . (Neutral way of writing)
- Don't write about the expectation about the salary unless asked by the company.

Objective for the resume

Should start with To be -

Example 1 -

To be associated with an organisation that will offer to me tremendous opportunities for growth in career and provide a challenging environment that will utilize my (my Engineering , my Accounting ,
) <any one from the brackets> skills and abilities to the maximum .

Example 2 -

Seeking a challenging career with progressive organisation that provides an opportunity to utilize
My technical skills and abilities in the field of I.T.

Q . Write a personal resume in print form with regard for the post of quality control assistant in a chemical manufacturing industry new Delhi. You are having 5 years of experience.