

# **SHYAM LAL COLLEGE, UNIVERSITY OF DELHI**

## **SLC PLACEMENT CELL**

### **Resume Writing**

**Feb 03, 2020**

#### **REPORT**

Training and Placement Cell, Shyam Lal College organised a workshop on “Resume Writing” on 3<sup>rd</sup> of February 2020. The eminent speaker for today’s captivating program was Dr. Mukta Rohatgi, Assistant Professor SLC. Mr. Pawan K. Adewa, Convenor of Training and Placement Cell hosted the webinar and virtually welcomed Prof. Rabi Narayan Kar, Principal of Shyam Lal College, the speaker, Faculty members and the participants. The speaker started the session by introducing about basics of resume and gave a glimpse of resume writing through an activity. The spelling of “résumé” actually originates from French, and means “summary.” To this day, the purpose of a resume is still to provide employers with a summary of one’s relevant qualifications. Further she elaborated on the fact that a resume is the first step taken by corporate recruiters and hiring managers to identify candidates who might be invited to interview for a position.

Further, the speaker emphasized that a resume represents a person as an individual in a written format which is used to make the organisations know whether he/she suits a particular profile. In continuation to this she highlighted how people can vary their resume according to their profile. Not only this, she made the students understand the prerequisites while writing a resume.

She emphasised that whatever is the format, most resumes include a brief summary of skills and experience, followed by a bullet list of previous jobs in reverse chronological order and a list of degrees earned. A final section might be added to highlight specific skills, such as fluency in a foreign language, knowledge of computer languages, professionally useful hobbies, professional affiliations, and any honours achieved. In addition to this, she also gave some tips to ace an interview. More than 80 students and Faculty including members of the Training and Placement Cell were the part of the interactive event.

The workshop came to an end by a positive endnote by Dr. Mukta which inspired students to keep moving without getting disheartened as failure is the leading step towards

success. Altogether session was very interactive and it created a sense of awareness among students. After the splendid interactive session, Ms Jyoti Sindhu, delivered the Vote of Thanks. The event was attended by 86 students.







## TRAINING AND PLACEMENT CELL



SLC (University of Delhi)  
Shyam Lal College

presents  
workshop on

# RESUME WRITING

By- Dr. MUKTA ROHTAGI  
(Assistant Professor, SLC)

3 FEBRUARY, 2020  
12:00-1:30 PM  
SEMINAR HALL

Mr. Pawan K. Adewa  
(Convenor, Placement Cell)

Dr. Rabi Narayan Kar  
(Principal & Patron)



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