

**SHYAM LAL COLLEGE, UNIVERSITY OF DELHI**  
**SLC PLACEMENT CELL**

**Resume Writing and Effective Official Communication**  
**September 21, 2016**

The seminar on “**Resume Writing and Effective Official Communication**” Wednesday, 21<sup>st</sup> September 2016 to provide assistance for a perfect resume building. The speaker of the session was Mr. Neel Panicker from the Triumphant Institute of Management Education (T.I.M.E). He shared step by step information vital to create powerful resume.

The important points discussed by Mr. Neel Panicker include;

- (i) As the employers rely so heavily on the resume, it is important to have one that is well crafted and professional looking.
- (ii) The words you use and the formatting you choose will make a big difference in whether or not you get that interview.
- (iii) Most job openings are very competitive, so the candidate who is able to present him or herself in the best light has an advantage.
- (iv) In most cases the Resume will be instrumental in helping you to be called for an interview.

Throughout this course, students learnt about various types of resume in depth, as well as the information that should be included in each section and writing the strongest and impactful content possible. The event was attended by 52 students.



**SLC** (University of Delhi)  
**Shyam Lal College**



# PLACEMENT CELL

Seminar On



RESUME WRITING &  
EFFECTIVE OFFICIAL  
COMMUNICATION



21 September 2016

**MR. ANIL KHURANA**  
( CONVENOR )

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( PRINCIPAL )

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