

SHYAM LAL COLLEGE, UNIVERSITY OF DELHI

SLC PLACEMENT CELL

Resume Writing- Efficient Adaptation, Enhancement and Presentation

Aug 23, 2017

SLC Placement Cell organised an Inaugural Workshop in collaboration with T.I.M.E. Education on 23rd August, 2017 on the topic: "Resume Writing- Efficient Adaptation, Enhancement and Presentation". The workshop was started with a warm welcome to Mr. Kaushik Laskar. He emphasized that Resume Writing reflects the ability of a person to sell himself/herself to the prospective employer and the whole idea to write an efficient resume is to stand out in the crowd. He explained the difference between a Biodata, Resume and Curriculum Vitae (CV).

He further explained how one should start writing a Resume, order of the content and how to use it sparingly. He stated that the resume must clearly, concisely and strategically present one's qualifications to get a recruiter interested in meeting you. It should convey your skills, work experience and assets. The resume is used to describe what you can accomplish professionally in a manner that also illustrates what you can do for an employer. Job opportunities can arise unexpectedly. An updated modern resume is the key to a successful job search. He mentioned some sections that are essential for a resume:

- Professional Resume Summary or Objective
- Work Experience (and Achievements)
- Education
- Strengths and Skills
- Contact Information
- Optional Sections - Languages, Publications, Hobbies, etc.

The event was attended by 47 students.



SLC (University of Delhi)
SHYAM LAL COLLEGE



PLACEMENT CELL

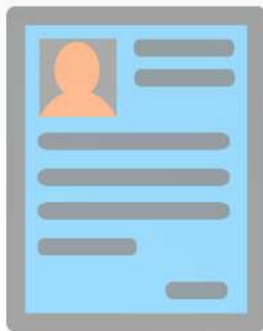
ORGANISES WORKSHOP
ON

Resume Writing:

Efficient Adaptation, Enhancement & Presentation



23 August 2017



Seminar Room

Mr Anil Khurana
(Convenor)

Prof. Rabi Narayan Kar
(Principal)

For Queries

 Megha Gupta - 97111 50635

 slcplacementcell@gmail.com

 SLCplacementcell