

Anand Institute of Management

A Report on lecture for “Effective Resume Writing”

Date: 7th September, 2020

Day: Monday

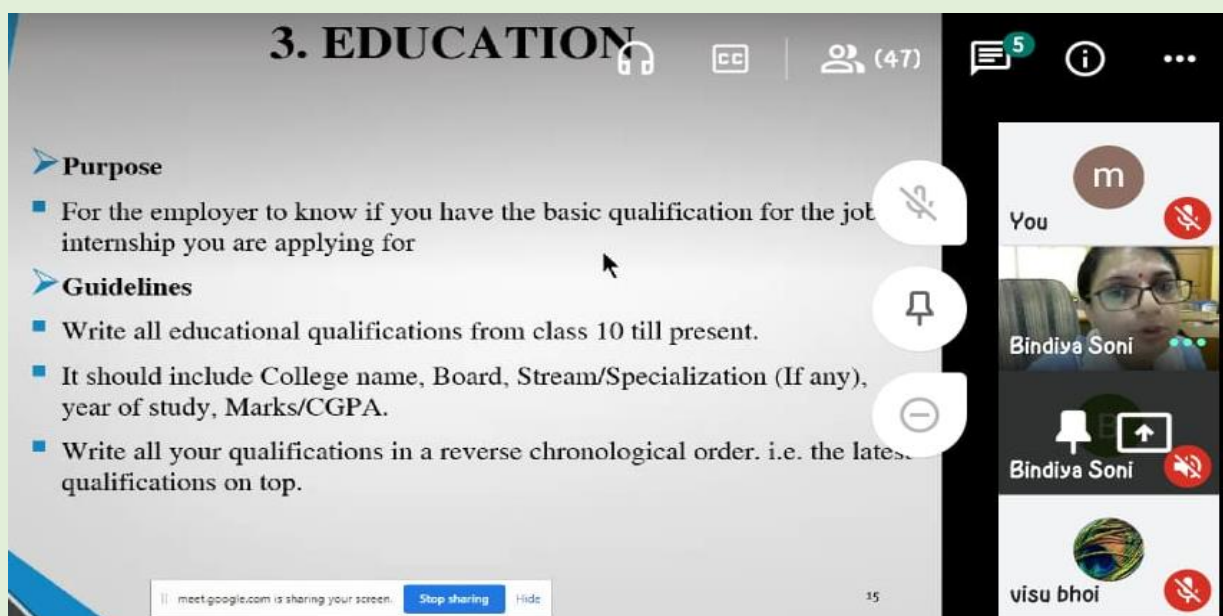
Time: 10:00 A.M to 11:30 A.M

Media: Google Meet

A good resume goes a long way. Students can use resume as a tool for marketing themselves. It's more than just a document. It outlines the background, skills and education so that a potential employer is quickly and easily able to see how an individual experiences can contribute to a company's success. Anand Institute of management senses the essential and yet decided to guide students on resume building.

On 7th September, 2020 Dr. Bindiya Soni conducted a session on “Effective Resume Writing” via Google Meet. The session started at 10:00 A.M. During this session, Madam covered various aspects of resume and presented how to create your own resume effectively.

First of all, madam conveyed the meaning, importance of an effective resume. It includes information about your background and qualifications and should communicate the most important, relevant information about you to employers in a clear, easy-to-read format. As an organized student, you have to check what information you require to put in the resume. Madam enlightened how to write an entry-level resume with no experience for students. How to choose a right resume format, adding the right information and personal details, list of achievements, education and career objectives were the topics explored in the session

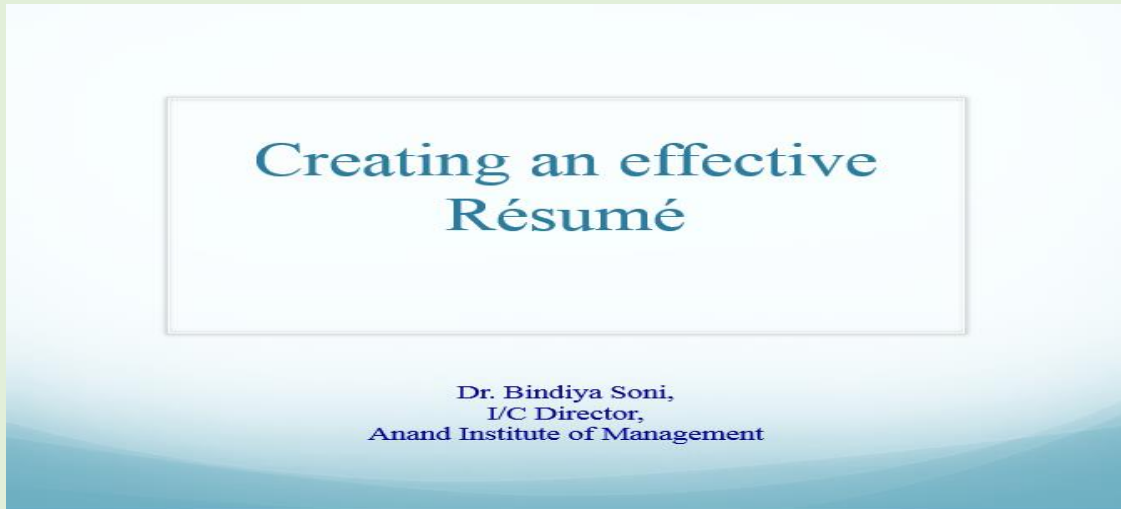


The screenshot shows a Google Meet interface. The main content is a slide titled "3. EDUCATION" with the following text:

- Purpose**
 - For the employer to know if you have the basic qualification for the job or internship you are applying for
- Guidelines**
 - Write all educational qualifications from class 10 till present.
 - It should include College name, Board, Stream/Specialization (If any), year of study, Marks/CGPA.
 - Write all your qualifications in a reverse chronological order. i.e. the latest qualifications on top.

The slide also shows a Google Meet control bar at the bottom with "meet.google.com is sharing your screen.", "Stop sharing", and "Hide" buttons. The slide number "15" is visible in the bottom right corner. On the right side, there is a vertical list of participants: "You" (m), "Bindiya Soni", "Bindiya Soni", and "visu bhoi".

The session was concluded with several Do's and Don'ts while writing a resume which will definitely help students in their job interviews. Over 60 participants were attended and found the session very informative. During the session the students got to learn new opportunities and they came across many concepts which will be helpful to them throughout their career.



Prepared by: Assistant Professor Megha Patel, AIM