

Report of Expert Lecture

- 1. Event Title:** Expert Lecture on “Resume Writing and Interview Skills”
- 2. Event Date:** 05/05/2022 (Thursday)
- 3. Event Conduction Duration:** 1 day (Timings: 11 am to 12 pm)
- 4. Event Venue:** Online(Google meet)
- 5. Event Resource Person Details:** Prof. Lalit Patil (Central Training Head)
- 6. Name of Event Coordinator:** Prof. M V Korade
- 7. Expected Audience:** Students of TE, BE Computer Engineering Department.
- 8. Number of Participants:** 42
- 9. Course Content:**
 - Resume writing.
 - Difference between CV and Resume.
 - Components of resume.
 - What to add and what not.
 - Interview Skills.
 - Preparation.
 - Manners.
 - Behaviour.
- 10. Event Objectives & Outcomes:**

Objectives:
By attending expert lecture students should

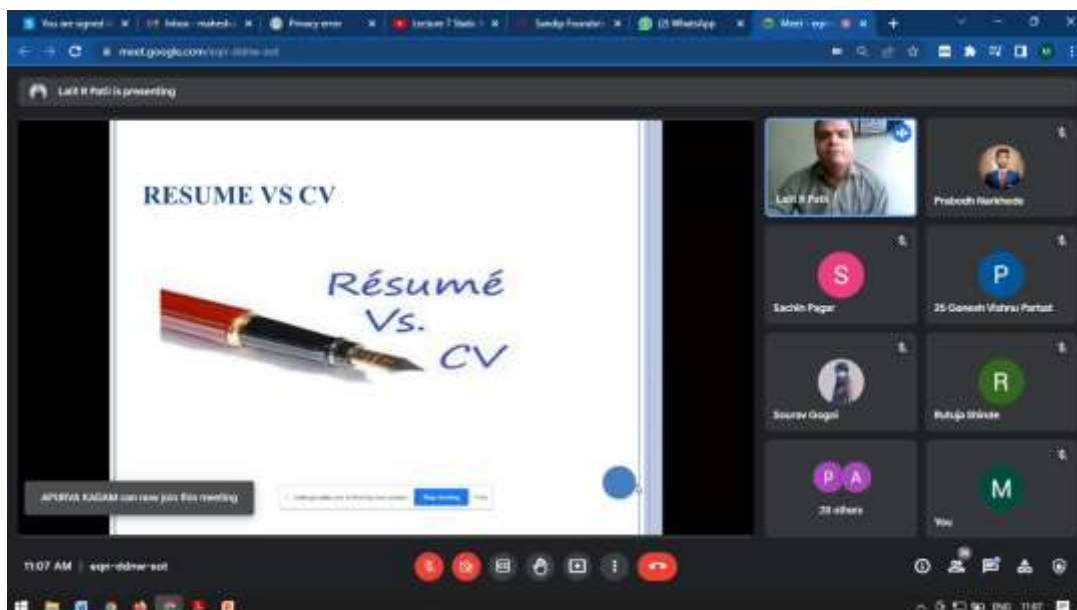
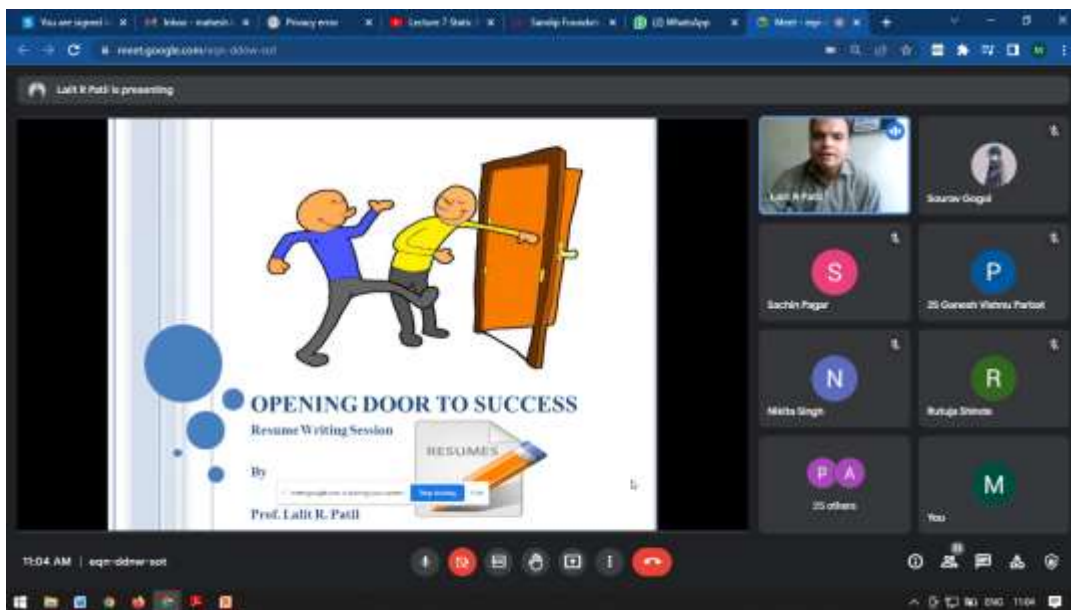
 - 1) Aware of Resume Writing.
 - 2) Aware about interview Preparation.
 - 3) Understand the manners and behaviours of interview.

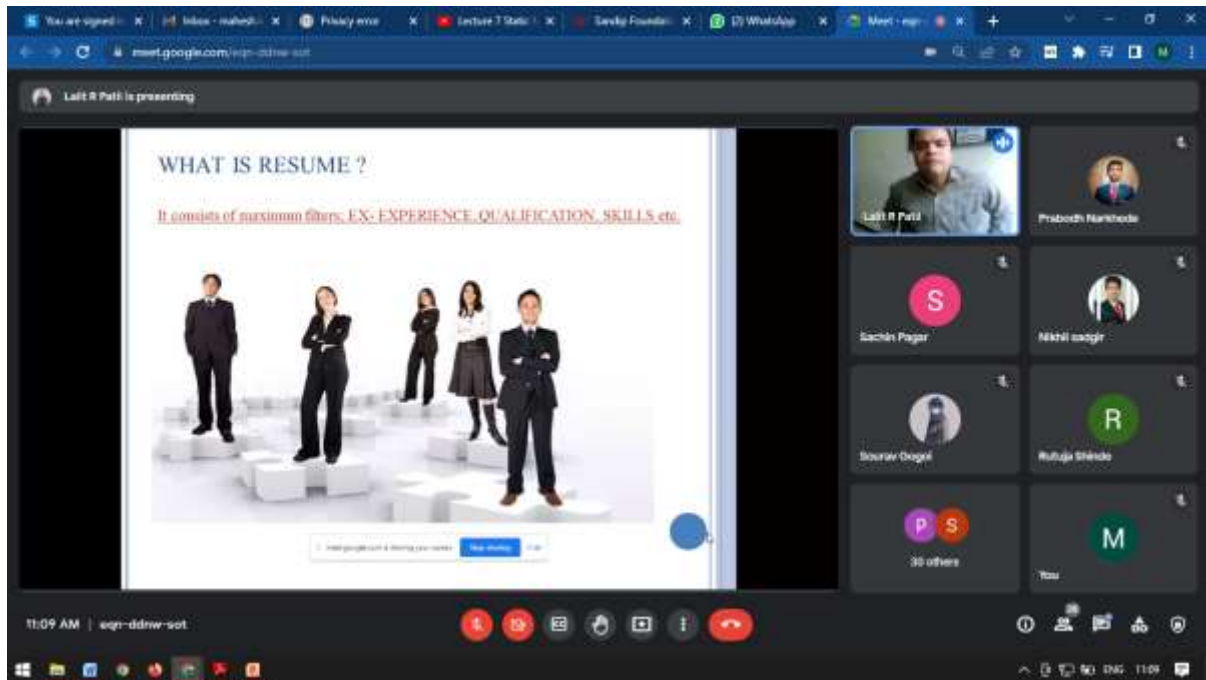
Outcomes:

Students are able to

- 1) Write the Resume effectively.
- 2) Impress interviewer by following the learned things

11. Photos



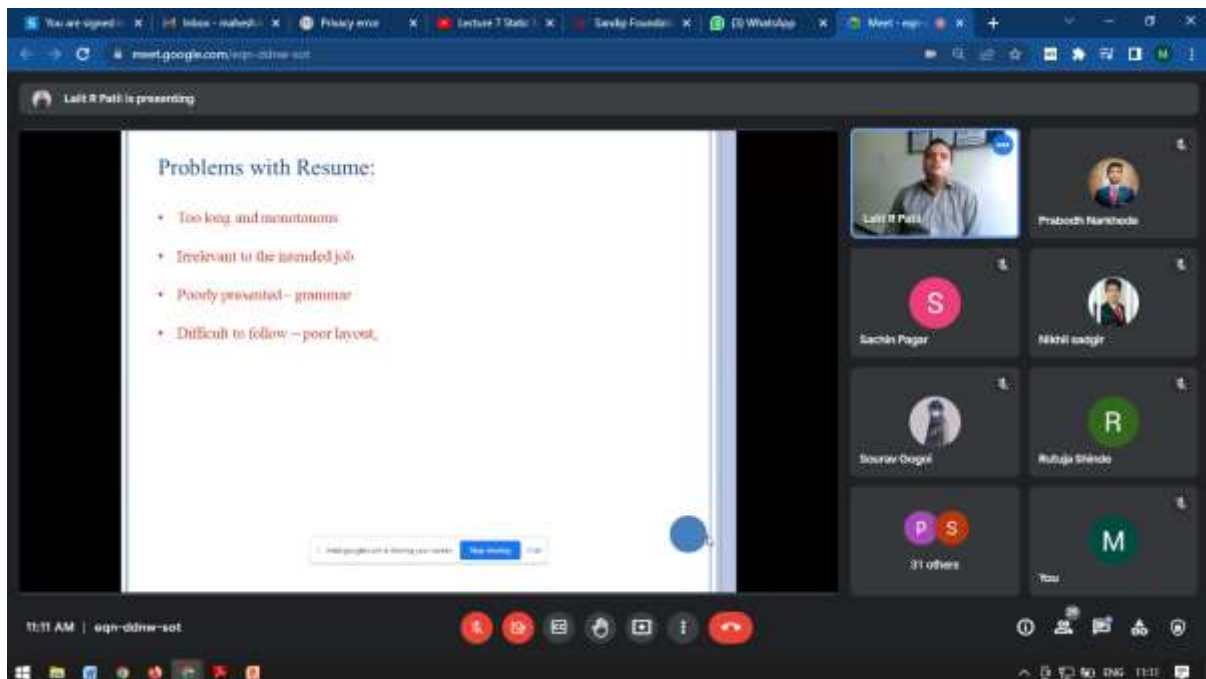


The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "WHAT IS RESUME ?". The slide content includes the text "It consists of maximum filters, EX- EXPERIENCE, QUALIFICATION, SKILLS etc." and an image of five business professionals standing on a white, stepped platform. The right sidebar shows a grid of participant video feeds. The bottom status bar indicates the time is 11:09 AM and the meeting ID is eqn-ddnw-sot.

WHAT IS RESUME ?

It consists of maximum filters, EX- EXPERIENCE, QUALIFICATION, SKILLS etc.

11:09 AM | eqn-ddnw-sot

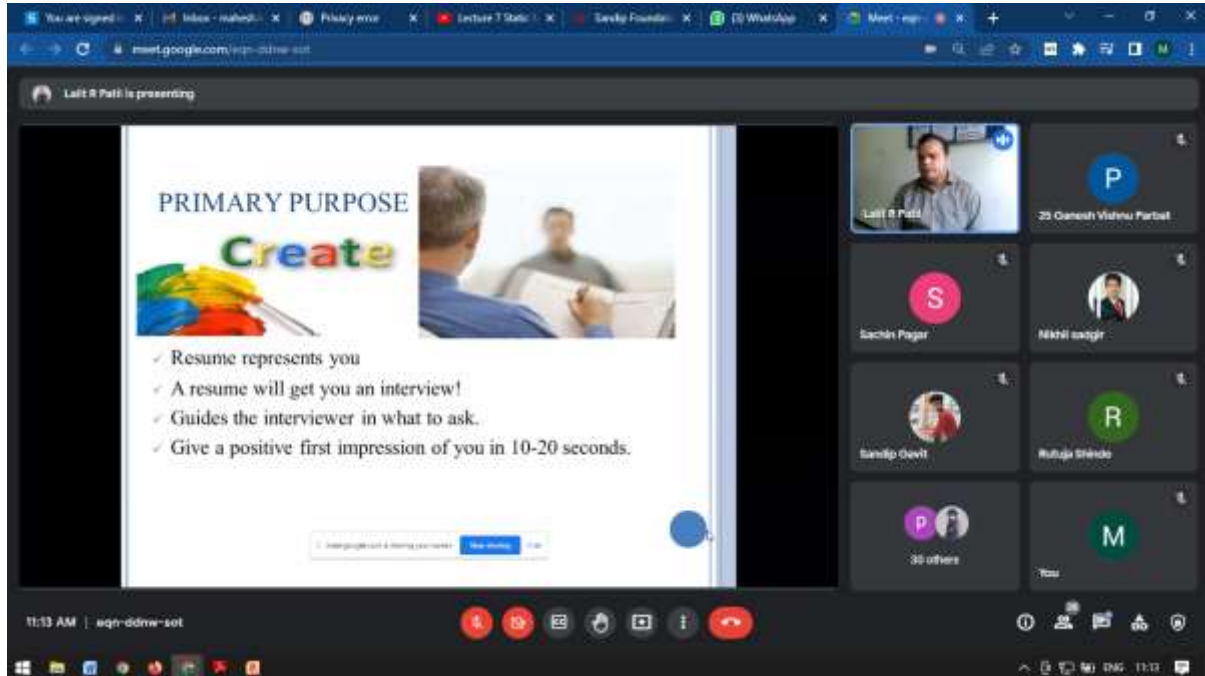


The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "Problems with Resume:". The slide lists four bullet points: "Too long and monotonous", "Irrelevant to the intended job", "Poorly presented - grammar", and "Difficult to follow - poor layout". The right sidebar shows the same grid of participant video feeds as the previous screenshot. The bottom status bar indicates the time is 11:11 AM and the meeting ID is eqn-ddnw-sot.

Problems with Resume:

- Too long and monotonous
- Irrelevant to the intended job
- Poorly presented - grammar
- Difficult to follow - poor layout

11:11 AM | eqn-ddnw-sot



The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "PRIMARY PURPOSE Create". The slide content includes:

- ✓ Resume represents you
- ✓ A resume will get you an interview!
- ✓ Guides the interviewer in what to ask.
- ✓ Give a positive first impression of you in 10-20 seconds.

Below the text is a small image of a person's back and a magnifying glass icon. The right sidebar shows a grid of participants: Lait R Pathi, 23 Ganesh Vishnu Parbat, Sachin Pagar, Nikhil Sagar, Sandip Devit, Rutuja Shinde, 30 others, and You. The bottom status bar shows the time as 11:13 AM and the meeting ID as sqn-ddnw-sot.



The screenshot shows a Google Meet interface. The main window displays a presentation slide titled "CAREER OBJECTIVE". The slide content includes:

- Who I am?
- What I want to do?
- How will I make your company successful?
- Don't use same objective for all companies

Below the text is a small image of a person's back and a magnifying glass icon. The right sidebar shows a grid of participants: Lait R Pathi, 23 Ganesh Vishnu Parbat, Sachin Pagar, Nikhil Sagar, Sandip Devit, Pranav Marbur, 31 others, and You. The bottom status bar shows the time as 11:18 AM and the meeting ID as sqn-ddnw-sot.



The screenshot shows a Google Meet interface with a presentation slide titled "RESUME LAYOUT AND APPEARANCE". The slide lists the following points:

- White or off-white paper.
- Usually 1 page (1-2).
- Font at 12 pt. (no smaller than 11).
- Be consistent with the layout, underlining, capitalizing, bold, etc.
- Use white space, good margins, and tabs.
- Use bullets.
- Spell and grammar check!

The slide also features an image of a person's hands holding a resume. The Meet window shows a grid of participants on the right, including Laiti R. Patil, Rounak Raj, Rutuja Shinde, Prashant Nandhede, Sandip Gawit, Sachin Pagar, and 35 others. The bottom status bar indicates the time is 11:31 AM and the session is titled "eqn-ddnw-sot".



The screenshot shows a Google Meet interface with a presentation slide titled "WHERE TO BEGIN?". The slide lists the following points:

- Get it on paper.
- Make a list of all your work experience, education, skills, abilities, interests, talents, etc.
- If making a career change, remember transferable skills.
- Layout basic resume format.
- Fill in the blanks.

The slide also features an image of a person's hands writing on a resume. The Meet window shows a grid of participants on the right, including Laiti R. Patil, Rounak Raj, Rutuja Shinde, Nikhil Sagar, Sandip Gawit, Sachin Pagar, and 32 others. The bottom status bar indicates the time is 11:36 AM and the session is titled "eqn-ddnw-sot".

