



**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE**  
**चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज**  
(Accredited by NAAC) दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- [crdpgcollege.gkp@gmail.com](mailto:crdpgcollege.gkp@gmail.com)  
Address: New Colony, Dewan Bazar Gorakhpur -273001

To,

The Principal

Date: 15/02/2021

Chandrakanti Ramavati Devi Arya Mahila P.G. College, Gorakhpur

Madam,

A program to run a one month (30 days) Value Added course on the subject "Resume Making" has been decided under the auspices of the Placement Cell in the college.

Therefore, you are requested to grant permission to run this course.


Course subject - "How to make a perfect Resume"

Course duration-30 day

Start date - From 16/02/2021 to 17/03/2021

Coordinator - Mrs. Swapnil Pandey

Principal

  
प्रिन्सिपल  
चन्द्रकान्ति रमावती देवी आर्य महिला  
पी० जी० कालेज, गोरखपुर



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Resume Making interview skill	VAC2103	2020-21	16-02-21to 17-03-21	30 Days (30 hours)
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## Syllabus

### Unit I

Preparation of Resume Making , Personal Details.

### Unit II

Principles of Resume Making and Its Presentation ,  
Report Writing.

### Unit III


Include prepare content of your resume making.

### Unit IV

Communication skills , work , experience .

### Unit V

Feedback – Appreciation and critique.

  
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### Program Outcome

- 1.Import the fundamentals of Resume.
2. Facilitate an improved academic performance.
3. Improve Resume skills and communication skills.
4. Remove fear.

### Course Outcome

1. Increased ability of students to overcome anxiety and nervousness when preparing a best Resume.
2. Increased confidence in public speaking and work place.
3. Ability to make perfect resume.

  
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## Minutes Of Meeting

**Subject:** Resume Making Course

**Date:** [11-11-20to11-03-21]

**Time:** [10:30 Pm to 12:30 Pm]

**Venue:** Chandrakanti Ramavati Devi Arya Mahila P.G. College  
, Diwan Bazar , Gorakhpur

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### **Agenda:**

1. Introduction to the Importance of Resume Making.
2. Planning the Structure and Content of the Course.
3. Identifying Resource Persons/Trainers.
4. Deciding on the Course Date and Duration.
5. Marketing and Outreach for Student Participation.
6. Any Other Business.

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### **Attendees:**

- Dr.Aparna Mishra
- Smt.Swapnil Pandey
- Dr.Suman Singh
- Miss. Tapasya Jaiswal

  
प्रो.सुमन  
चन्द्रकान्ति रमावती देवी आर्य महिला  
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**Attendance Record**

1	Rm. Shrivastava
2	Shruti Pandey
3	Neha Kumari
4	Neelam
5	Kushna Kumari
6	Pratima Mishra
7	Shuchi Yadav
8	Shalini Prasad
9	Shweta Prasad
10	Ekta Prasad
11	Satish
12	Namrata Choudhary
13	Shalini Choudhary
14	Shalini Khatri
15	Sulekha Devi
16	Namrata Choudhary
17	Pooja Prasad
18	Sonal
19	Kusum
20	Namrata Choudhary
21	Mansi Mishra
22	Pooja Singh
23	Namrata Choudhary
24	Kushna Prasad
25	Anu Kumari
26	Shuchi Prasad
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*Signature*  
प्राचार्या  
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पी.जी. कॉलेज, गोरखपुर