

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

चन्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालैज,गोरखपुर



Resume Making interview skill	VAC2103	2020-21	16-02-21to 17-03-21	30 Days (30 hours)
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<u>Syllabus</u>

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

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.

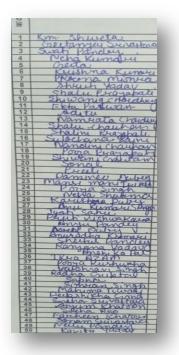
Attendees:

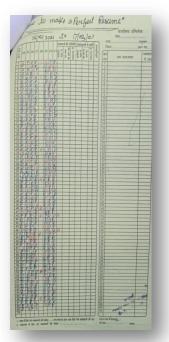
- Dr.Aparna Mishra
- Smt.Swapnil Pandey
- Dr.Suman Singh
- Miss. Tapasya Jaiswal

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Attendence Record





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