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NBA Accredited (CSE, ECE, EEE, MECH, CIVIL)

RESUME BUILDING-HOW TO CRAFT THE RESUME

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Event No	MI001	
Organizing Department	Mechatronics Engineering	
Associate Dept. NSC	Mechatronics Engineering	
Date	12/10/2023	
Time	04:30 PM to 06:00 PM	
Event Type	Workshop	
Event Level	Dept. Level	
Venue	First year MI Class room	
Total Participants	68	
Students - Internal	68	

Related SDG



Involved Staffs

SI	Name	Role
1	Kiruba Shankar R	Convenor

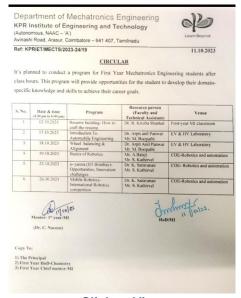
Outcome

Students are able to identify and comprehend the key components of a resume, including contact information, summary or objective, professional experience, education, skills, and additional sections.

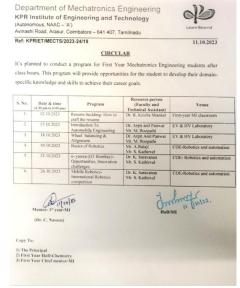
Event Summary

Understanding Resume ComponentsStudents should be able to identify and comprehend the key components of a resume, including contact information, summary or objective, professional experience, education, skills, and additional sections. Formatting Proficiency: Develop skills in creating a well-structured and visually appealing resume. Understand the importance of consistency, legible fonts, and appropriate formatting. Tailoring Resumes for Specific Jobs: Gain the ability to customize resumes for different job applications. Understand the importance of aligning skills and experiences with specific job requirements. Showcasing Achievements: Learn how to highlight achievements and quantify results in the professional experience section, using action verbs to effectively communicate impact. Effective Language and Keywords: Understand the significance of using clear, concise language. Learn how to incorporate relevant keywords from job descriptions to enhance resume visibility in applicant tracking systems (ATS). Professional Summary/Objective Writing: Develop the skill to craft a compelling professional summary or objective that succinctly communicates career goals and value propositions. By the end of the session, students should feel more equipped to create a compelling and tailored resume that effectively communicates their qualifications to potential employer

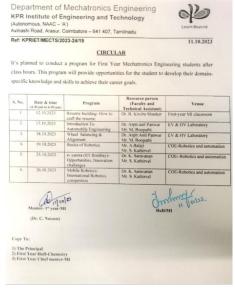




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