

REPORT ON WEBINAR ON “CV BUILDING”

*An initiative of Mata Sundri College for women in
Collaboration with TIME.*

In today's job market, Resume has become one of the most important aspects in recruiting the employees. With this notion, on 2nd August 2021, **The Placement and Internship Cell, Mata Sundri College for Women**, hosted an interactive session on “**CV BUILDING**” by one of the prestigious members of T.I.M.E, **Mrs. Tarannum N. Raza**. She is an engineer in Electronics & Telecommunications & a MBA Graduate. With her logical abilities & her excellent command over English language, coupled with her vast experience of 20+ years, she is a much sought after faculty. In her 13 + years with T.I.M.E., she has mentored thousands of students & guided them to achieve their goals. The speaker for the session was welcomed by Ms. Divyanshi Jain.

Triumphant Institute of Management Education Pvt. Ltd. (T.I.M.E.) is India's leading test-prep institute with a pan-India presence and is headquartered in Hyderabad. Established in 1992, T.I.M.E. today operates out of 200 offices located in 100 towns and cities across the country. Over 40 IIT/IIM graduates form part of the core team at T.I.M.E.

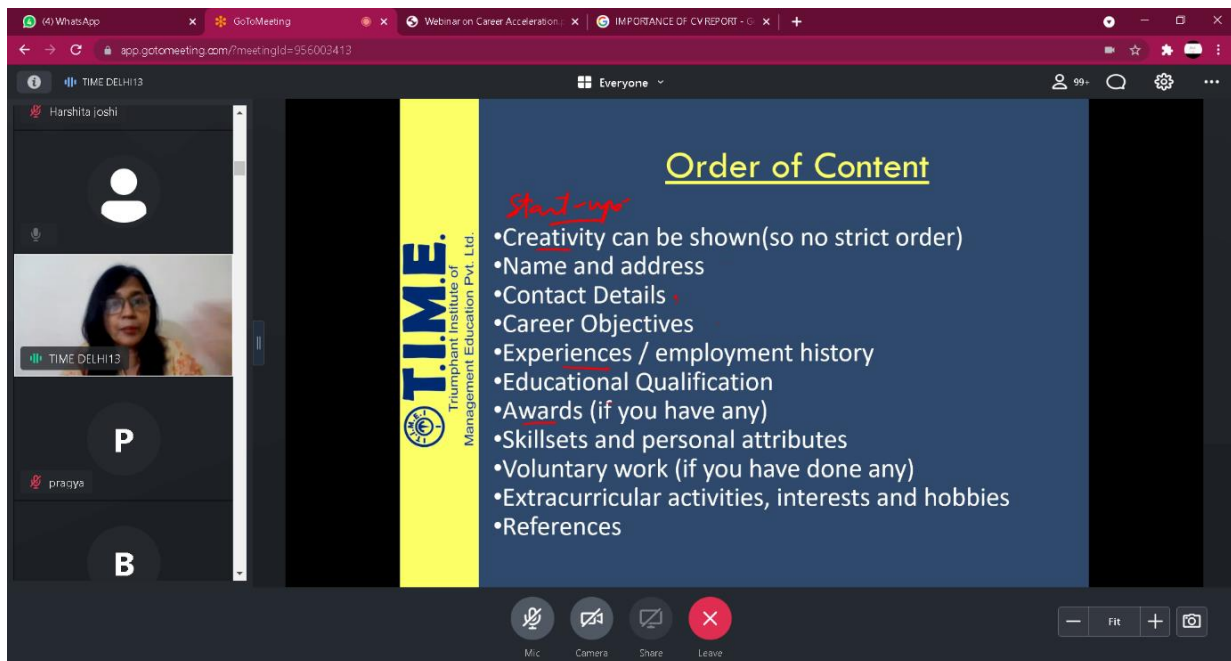
The seminar was attended by a total of **136 students** via **GoTo Meeting App** from **5:30 pm to 6:30 pm**.

The speaker focused on the tactics on how to write a professional CV. She described the importance of building a good resume and some professional tips on to how to increase one's chance in the recruitment

process. There was a detailed discussion on **How to write Statement of Purpose**. The students learnt the **Importance of Cover Letter**.

The session covered the points on how to keep points in precise manner, how to showcase oneself in front of the recruiters and how to highlight one's strengths in her resume.

The session witnessed an enthusiastic participation and all the queries were answered by the speaker. The vote of thanks was delivered by Ms. Divyanshi Jain. The success of the session was applauded by Dr. S. Kalpana Devi, Convener, Ms. Ashema Hasti, Co-Convener of the Placement Cell and Ms Harshmeeta Soni, Faculty Member of Mata Sundri College for Women.



The screenshot shows a GoToMeeting interface with a slide titled "Order of Content". The slide content is as follows:

Order of Content

Standardize

- Creativity can be shown (so no strict order)
- Name and address
- Contact Details
- Career Objectives
- Experiences / employment history
- Educational Qualification
- Awards (if you have any)
- Skillsets and personal attributes
- Voluntary work (if you have done any)
- Extracurricular activities, interests and hobbies
- References

The slide also features the logo for TIME (Triumphant Institute of Management Education Pvt. Ltd.) on the left side.

GoToMeeting Meeting ID: 956003413

TIME DELHI13

Harshita Joshi

TIME DELHI13

P pracya

B

Formatting Tips

- Organize using bold or bullet points, italics, or capital letters
Use sparingly and consistently
- Use proofreaders
Check for misspellings and poor grammar
- Use left alignment
Remember, most people read from left to right
- Use high quality, bond paper
Conservative colors work best (white/ivory/gray).
- No Comic Sans or fancy colors !

Mic Camera Share Leave

Chat

Yes

SP 06:06 PM SANJANA PANDEY to Everyone
yes maam

PY 06:07 PM Parul Yadav to Everyone
yes mam

SB 06:07 PM Srishti bansal to Everyone
Yes

E 06:07 PM Eshwin to Everyone
yes

LK 06:07 PM Lamha Khanna to Everyone
Yes

Enter your message

To: Everyone Send

GoToMeeting

Talking: Hide Everyone

119

18

Education

- List most recent first
- List dates of attendance
- Include Post Graduate, Graduate and Undergraduate Institution
- List Professional Training and Key skills acquired
- Include Awards and Honors

TIME DELHI13 is presenting

Mic Camera Screen Leave

100%

28°C AQI 69

6:09 PM 8/2/2021

GoToMeeting

Talking: TIME DELH13

Hide Everyone

118

Career Objectives and Key Skills

Your career objective tells the employer what you are really looking for in a position.

Key Skills:

- Management and supervision of staff
- Keyboard skills- 40 wpm
- ORACLE, OFFICE PUBLISHER
- DEBATER

TIME
Triumph Institute of Management Education Pvt. Ltd.

People 118/251

- Akanksha Goel
- Akanksha Kaur
- AMRIT
- Anchal Rani
- Anjali Lingwal
- Anshika
- Anshika Bansal
- Anshu Jain
- Anushka
- Anushree
- Archana Kumari
- Ashpreet kaur
- Avni
- Bhavya Chauhan
- BHAWNA SINGH (Web)

Meeting ID: 956-003-413

Copy Meeting Link

Type here to search

28°C AQI 69

6:11 PM 8/2/2021