

REPORT on Workshop

On

“Tips on CV Writing and Acing Group Discussions And Personal Interviews”

Organised By

PRAYAS- Placement and Internship Cell

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

In today’s busy world, a right financial guide is very crucial for success. With this notion, on 11th August 2023, The Placement and Internship Cell, Mata Sundri College for Women in collaboration with SDP for Teaching IIVA, hosted an interactive session on “Tips on CV Writing and Acing Group Discussions And Personal Interviews" by the prestigious members of DIAS, Mrs. Shilki Bhatia. The speaker for the session was welcomed by Ms. Kritika.

Mrs Shilki Bhatia was the speaker at the event. A total of 50 students participated in the session. The session started at 5 PM on zoom.

The workshop, organized by Mrs Shilki, commenced with a succinct introduction, setting the stage for an enlightening and skill-enhancing session. Divided into three distinct segments, the workshop aimed to equip participants with vital skills to excel in their professional pursuits.

The initial segment focused on the paramount importance of crafting an impressive CV. The facilitator underscored the role of a well-structured CV in creating a compelling first impression. The step-by-step process of building an effective CV was comprehensively explained.

Participants were guided through key aspects of CV building, including the introduction and the differentiation between tabular and summary formats. The significance of online platforms for skill augmentation was highlighted. The workshop emphasized the incorporation of internship and volunteer experiences, introducing the concept of reverse engineering. The critical balance between hard and soft skills was elaborated, underlining their equal importance in a CV. The workshop further stressed the value of showcasing achievements and employing impactful language. Integrating personal interests and hobbies to present a holistic personality was encouraged. The importance of a well-crafted cover letter was emphasized, and participants were introduced to the "Applicant tracking system (ATP)" strategy for effective CV creation.

Transitioning seamlessly, the workshop delved into Group Discussion (GD) dynamics. The facilitator shed light on GD's pivotal role in assessing communication, analytical skills, and knowledge. The varied types of GDs, encompassing factual, case study-based, opinion-oriented, and abstract discussions, were expounded upon.

Guidelines for GD excellence were conveyed systematically, including structured data presentation, effective initiation and contribution, and substantiating opinions with phrases like 'I believe,' 'in my opinion,' etc. The importance of commencing with a factual statement and maintaining appropriate body language was stressed. Summarizing the GD with an inclusive overview of the discussion was encouraged.

The workshop's final phase provided participants with insights into Personal Interview (PI) preparation. A sample video highlighted common interview mistakes, underlining the significance of professionalism, formality, and meticulous company research. Essential tips were shared:

- Careful review of the job description.
- Adherence to formal behavior and professional etiquette.
- Displaying confidence and company knowledge.

The workshop culminated with an overview of interview types and frequently asked questions.

In conclusion, Shilki's workshop proved instrumental in equipping participants with imperative skills for crafting effective CVs, mastering group discussions, and excelling in personal interviews. The facilitator's insights, practical strategies, and expert guidance resonated deeply, significantly enhancing participants' preparedness for the competitive professional realm. Kudos to Kritika for orchestrating an enlightening event that will undoubtedly impact participants' future endeavors positively.