



Shri Narayanrao Babasaheb Education Society's

## SHRI VENKATESH MAHAVIDYALAYA, ICHALKARANJI

### EVENT REPORT-2022-23

Name of the Event	<b>Resume Writing (5-12-2022)</b>
Objectives of the Event	1. To know how to prepare the different types of resume
Organising Committee/ Department/Association	Accountancy Association
Collaborating Organization( if any)	organised under the MOU activity of Smarth Computer Institute, Ichakaranji and Rotary club of Ichalkaranji.
Day and Date	5-12-2022
Time:	11.00 a.m.
Teacher in Charge	Dr. S.H.Ambawade
Name of the Invitee	Mrs.SonalKhanjire

Detail Report:

#### **The programme of Resume Writing (5-12-2022)**

The programme of Resume Writing organised on 5-12-2022 on behalf of accountancy association. Total 30 students took the benefit of the programme. This programme was organised only for B.Com –III students. Mrs.SonalKhanjire madam was invited as a resource person for this programme.Madam highlighted on the various component of the resume writing. The resource person had given the examples of different types of resumes. This programme was organised under the MOU activity of Smarth Computer Institute, Ichakaranji and Rotary club of Ichalkaranji. She guided how to prepare the resume. Which will useful for graduation students , when they will apply for the job, after graduation. She said that Resumes tell the employer about your experiences, skills and work history. Use your resume to highlight items that indicate you are a good employee as well as you are qualified for the position and bring desirable skills to the job. If you are a student and have little or no previous job experiences, so while writing the resume you should enhance the information about your college and community activities. She explained that good resume includes Personal



Information, Objective, Education, Work and Related Experience, summer jobs, Internships, Awards and Honours, Activities/Hobbies are the components of the resume writing.

Dr.S.H.Ambawade introduced the programme she explained the objectives and importance of today's programme that resume communicates your qualifications and your brand who you are and what makes you different to employers and recruiters. A resume consists of several sections, each of which delivers essential information. Your contact information, education, and relevant experience are required, but you may include other optional sections as well keeping in mind that new graduates' resumes are often no more than two pages long. Resumes are unique to each person; what you include is ultimately up to you but should be relevant to the position for which you're applying. Another thing to keep in mind is that clearly communicating a variety of paid/unpaid practical experiences in different sections of your resume can help the hiring manager see that you've accomplished things that other applicants have not.

Our principal, Dr.V.A.Mane guided to the students that, a resume is usually accompanied by a customized cover letter in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume. . Mr.T.N.Mulla expressed their views about the programme and proposed the vote of thanks. Miss Mohini Anchliya compared the programme.

### Photographs



Sign of Teacher in Charge:

Sign of the Principal  
**PRINCIPAL,**  
Shri Venkatesh Mahavidyalaya,  
ICHALKARANJI - 416 115.