

Report,

The ultimate aim of education is to being best employee of employer and the first step of it is our resume. Resume is not only graph of our career but not also. Any educed institute have not only a responsibility of syllabus teaching but give training of employability also. We arrange a seminar on "Resume writing & how to be an eye catcher" on 19-11-2018 for T.Y.B.Sc. & M.Sc. students, by Dr. Visha Modi, Professor Naxantala College, Naxantala.

The recover resume needful neat, quick layout, The cover letter, don't's eye - catcher point of employer, Before & after the ~~interview~~ interview and interview - activities.

75 students & ten staff members were actively present and take part in questionnaire,



Seminar on Resume Writing and How to be an Eye Catcher of Employer

1

Sr. No.	Name	Class	Sign
1.	Patel Nidhi M.	T.Y. - B (173)	
2.	Patel Twinkal B.	T.Y. - B (235)	
3.	Patel Mansi D.	T.Y. B.Sc. - B (158)	
4.	Rukhsija Twinkle D.	T.Y. B.Sc. - B (258)	
5.	Patel Vaibhavi R.	T.Y. B.Sc. - B (240)	V.R. Patel
6.	Patel Sweta A.	T.Y. B.Sc. - B (229)	
7.	Patel Shivani V.	T.Y. B.Sc. - B (215)	S.V. Patel.
8.	Patel Khushbu D.	T.Y. B.Sc. - B (152)	
9.	Patel Rigul M.	T.Y. B.Sc. - B (203)	R.m. Patel
10.	mangela Nirmala N	T.Y. B.Sc. - A (65)	
11.	Lad Bijal B.	M.Sc Part-II (05)	B.B. Lad
12.	Patel Karishmaben B.	M.Sc Part-II (16)	
13.	Patel Bhoomi A.	M.Sc Part (II) (10)	B.A. Patel
14.	Patel Purnam M.	M.Sc. Part II (25)	
15.	Mistry Nitiksha Y.	M.Sc. Part (II) (7)	
16.	Patel somal B.	M.Sc. Part (II) (28)	
17.	Patel Ayushi G.	M.Sc. Part (II) (9)	Patel A.G.
18.	Patel Bijal S.	M.Sc Part (II) (11)	B.S. Patel
19.	Patel Komal C.	M.Sc Part (II) (19)	
20.	Patel Kinjal G.	M.Sc Part (II) (18)	Patel.K.G
21.	Bhoye Jagruti D.	M.Sc Part (I) (03)	
22.	Basiraj. Amkita R.	M.Sc. Part (I) (02)	A.R. Basiraj
23.	Ahis Dimple A.	M.Sc. Part (I) (01)	
24.	Patel Biondal K.	M.Sc part (I) (11)	B.K. Patel



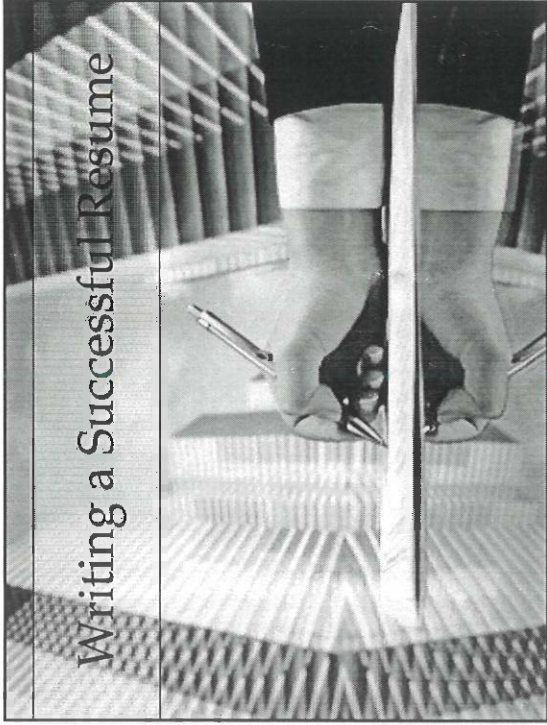
Sr No.	Name.	class (Roll No.)	Sign.
1	Gayatri wazir Jatin m.	m.sc part-I (40)	Jain
2	Patel Umeshbhai R.	M.Sc. Part-I (35)	U.R. Patel
3	PATEL RAHUL D	M.Sc Part-I (18)	R. D. Patel
4	Patel Ankit. M.	M.Sc. Part-I (8)	A.M. Patel
5	Tandale Savam. J.	M.Sc. Part-I (29)	S.J. Tande
6	Patel Jigra A.	M.Sc. Part-I (13)	J.A. Patel
7	Dodiya Anuj B	M.Sc Part I (4)	A.B. Dodiya
8	Patel HEMIL S.	M.Sc Part-I (12)	H.S. Patel
9	Thakos Shrawangi. T	T.Y Bsc - B - (289)	Shrawangi
10	Patel Saniket. m.	T.Y. Bsc - B - (211)	Saniket
11	Patel Priyank. R.	T.Y. B.Sc. - B (196)	P.R. Patel
12	Patel Nul. K	T.Y. Bsc. B (175)	Nul. K. Patel
13	Patel Pratik. A.	T.Y. Bsc - B (188)	Pratik Patel
14	Rathad sandip. S	T.Y B.Sc - B (263)	Rathad
15	Vayhamasya Pranav. K	T.Y B.Sc. - B (295)	P. Vayhamasya
16	Patel Pooja Kumari D.	T.Y Bsc - B (186)	P.D. Patel
17	Patel Khyati K.	T.Y. Bsc - B (153)	K.K. Patel
18	Patel Minsindal. S	T.Y B-sc - B (166)	Minsindal
19	Patel Poyanku D.	T.Y. B.Sc - B (193)	P.D. Patel
20	Patel Bhagyashree. P	M.Sc. sem II (09)	Bhagyashree Patel
21	Patel Bhumnika D.	M.Sc. - sem II (10)	Patel B.D.
22	Patel Komal C.	M.Sc - Part-II (19)	Komal
23	Patel Purnom M.	m.sc. - Part-II (25)	Purnom Patel
24	Patel Bijal S.	M.Sc - Part II (11)	B.S. Patel
25	Patel Kinjal G.	M.Sc - Part II (18)	Patel K.G.
26	Patel Ayyshi G.	M.Sc - Part - II (9)	Patel A.G.
27	Patel Sonal. B.	m.sc. - Part - II (28)	Sonal Patel
28	Kharifa Sohel I.	M.Sc. Part - I (Roll no. 5)	Sohel Kharifa
29	Malaviya AKSHAY J	M.Sc - Part - I (6)	AK Malaviya
30	Ahli Nehu J.	m.sc - Part - I (Roll no - 38)	N.J. Ahli



**SEMINAR ON RESUME WRITING
AND HOW TO BE AN EYE CATCHER
OF EMPLOYER**

PREPARED BY:

**NARAN LALA MBA COLLEGE- NAVSARI
WWW.NARANLALA.EDU.IN**



Writing a Successful Resume

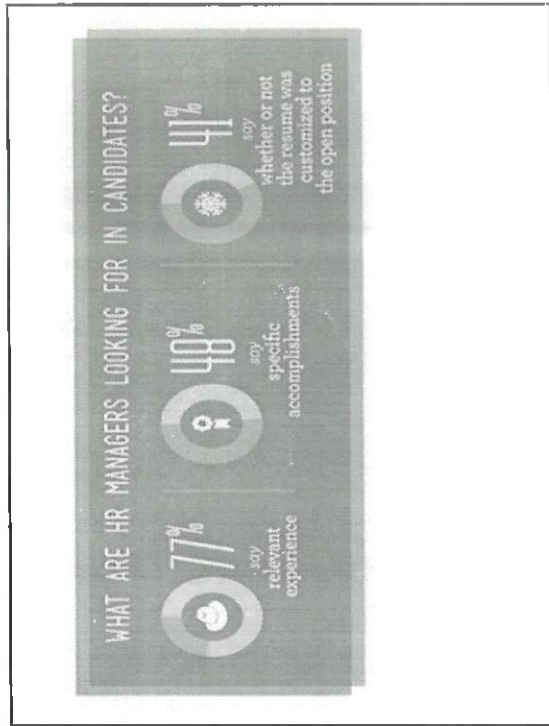
Why do you need Resume?

Resumes are

- Self Marketing Tool
- To obtain an interview, not a job
- Job Skills Showcase
- "Value Added" to Future Employer

Quick facts about the resume

- Your resume has less than 30 seconds to impress any potential employer.
- On average, between 100 to 150 people apply for every advertised vacancy.
- A resume is designed as a marketing document and NOT designed to go on and on.
- Your personal profile is the MOST important part of your resume.
- There is no such thing as a standard layout when it comes to writing your resume.

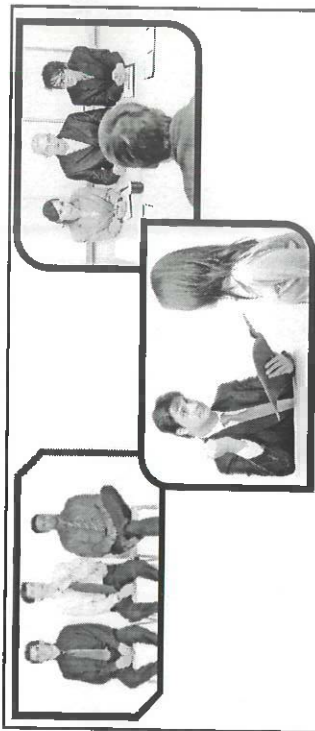


Resume Layout	
Section	What Employees are looking for?
Header	Your identity and to contact you
Objective	To check if their requirement and your objective match
Education	To check if you have the basic qualification for the job/ internship you are applying for
Practical Experience/ Projects	To see if you have done anything that reflects your potential capability. Also, to see how different are you from your peers
Skills	How equipped are you in terms of your personality traits as well as occupational skills
Other (Not in Order)	Is there anything else significant and relevant you want to showcase, that will add value to your resume

The cover letter

- This is also your email to prospective recruiters. Build a good template and make it work for you.
- Compulsory when a written application is required.
- Highlights valuable traits:
 - Attention to detail. Must be error-free.
 - Show off your writing skills and command of language
 - A sign of courtesy and professionalism
 - Ability to follow instructions
 - A chance to personalise your application and express interest in the position and organisation

Resume Don'ts	
<input checked="" type="checkbox"/>	Make your reader dig for information.
<input checked="" type="checkbox"/>	Tell everything you've ever done.
<input checked="" type="checkbox"/>	Use incomplete sentences
<input checked="" type="checkbox"/>	Make your resume too dense, busy or cute.
<input checked="" type="checkbox"/>	Use a font smaller than 10 point.
<input checked="" type="checkbox"/>	Use fancy fonts that are hard to read.



Be an Eye catcher of employer

Making an Impression

- 55 % of another persons perception is based on how you look.
- 75% of recruiters believe that how a person dresses for work affects ones job, salary and possible promotions”

Etiquette Defined:

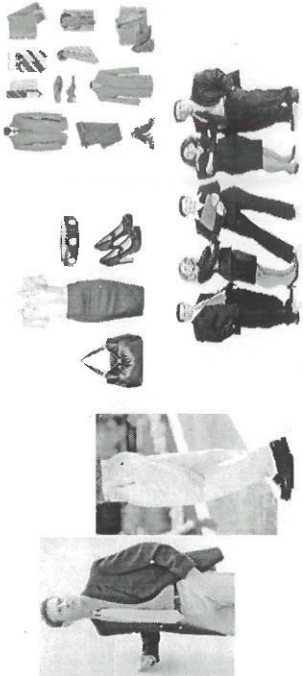
- Etiquette can be defined simply as the grand set of all good manners.
- Etiquette is a language used to relate your respect and consideration to others.

Before the interview

1. Brush your teeth and use a mouthwash.
2. Your hair should be clean and combed.
3. Nails should be clean and trimmed.
4. Dressing should be proper.

- Men can look their professional best wearing one of the many men suits available to you today. Shirts should be clean and ironed.

- Women can look their professional best with business attire or sari.



5. Wear dress shoes. Your shoes should be clean and/or shined.
6. Know the exact time and location of your interview; know how long it takes to get there, find a rest room to freshen up, etc.
7. Arrive at least 15 minutes before your interview. The extra minutes will also give time to fill out any forms or applications that might be required.
8. If you have your cell phone, turn it off. Do not put your cell phone on vibrate.

9. Bring extra copies of your resume along with a list of references to offer the interviewer.

10. Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.

11. Enter the interviewer's cabin with confidence.

During the interview

1. Make a positive and professional first impression.
2. Listen to interviewer's name and the correct pronunciation.
3. Address your interviewer by title.
4. Smile.
5. Stay calm.
6. Maintain good eye contact during the interview.

- 7. Avoid cracking jokes with the interviewer.
- 8. Take a few notes during your interview.
- 9. Listen and pause before answering the question.
- 10. Respond to questions and back up your statements about yourself with specific examples whenever possible.
- 11. Ask for clarification if you don't understand a question.
- 12. Be thorough in your responses, while being concise in your wording.

- 13. Reinforce your professionalism and your ability to communicate effectively by speaking clearly and avoiding "uhm", "you knows", and slang.
- 14. Be honest and be yourself.
- 15. Exhibit a positive attitude.
- 16. Treat the interview seriously.
- 17. Make sure you understand the employer's next step in the hiring process.

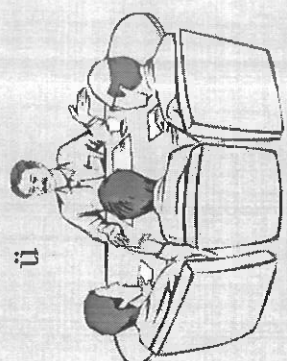
Interview Etiquettes

Body Language: Do's and Don'ts

BODY LANGUAGE

Enter the interview room confidently holding your folder properly and wish after entering. This shows your professional etiquettes.
Walk confidently with a smiling face.

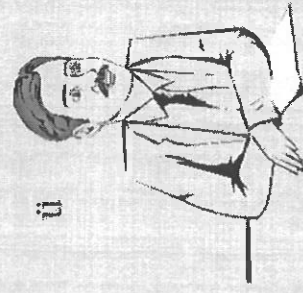
BODY LANGUAGE



ü

Sit straight; don't lean back on chair.
At the same time do not occupy a large space of table.
Put your folder on table without spreading your hands on table.
Show alertness.


BODY LANGUAGE



ü

Be attentive.
Concentrate fully on the questions asked and remarks or gestures made by the interviewer.
This shows your reflection and spontaneity.


BODY LANGUAGE



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Use both of your hands for making a gesture. It shows openness.
Look to the interviewers and answer.
Never look up or down or sideways.
A major do-behaviour which shows self-confidence.

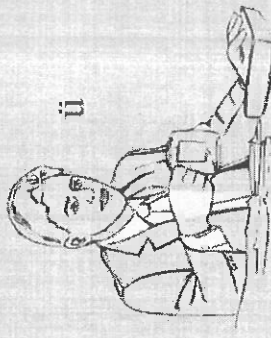
BODY LANGUAGE



ü ü

Joining palms and resting chin or showing a triangle from front indicate high self-confidence coupled with superiority.
However, frequent use of this posture should be avoided.

BODY LANGUAGE



ü

If offered tea or snacks, don't hesitate to take. At the same time don't be in a hurry to finish. Find out suitable pauses to take tea. Consume slowly and remain at ease.

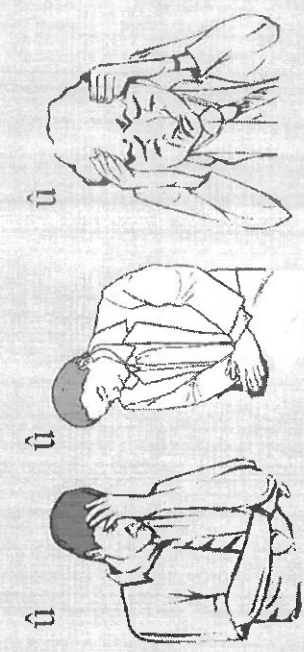
BODY LANGUAGE



ü

Never put both of your hands behind your head. This shows a feeling of superiority and also a casual attitude.

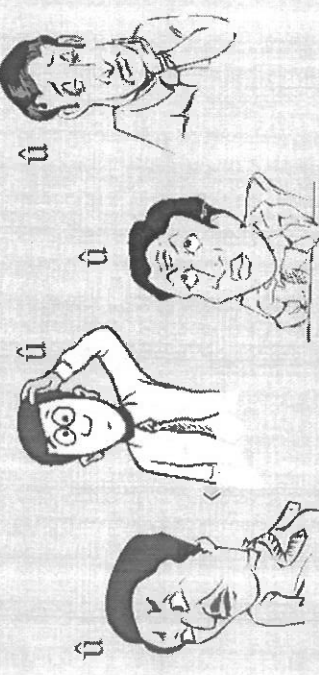
BODY LANGUAGE



ü ü ü

When you look down, you show guilt for not knowing the answer. This can also be interpreted as lack of self-confidence.

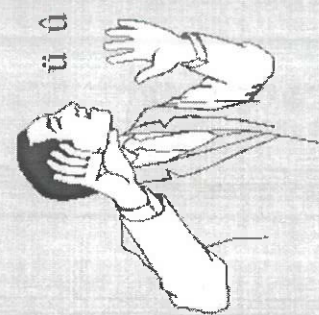
BODY LANGUAGE



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You look up or towards blank space in the hope of getting answer from somewhere which indicates lack of knowledge. All the above postures indicate confusion and lack of confidence.

BODY LANGUAGE



Using both of your hands for making a point shows openness. However, hands raised as shown for a long duration may show emotions coupled with undue enthusiasm.

BODY LANGUAGE



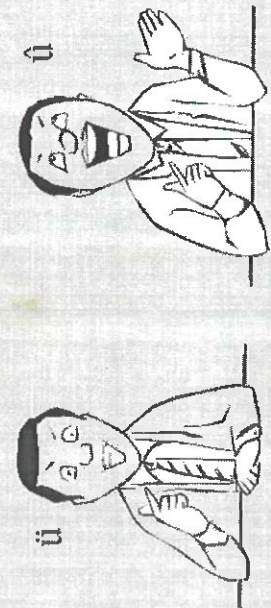
Crossing your arms and legs indicate disagreement, loss of interest, and withdrawal. You should take care when your views are contradicting to those of the interviewers. You should take care particularly when there is no table in front of you.

BODY LANGUAGE



Total leaning back in the chair with one palm on the cheek may indicate casual attitude and disinterest.

BODY LANGUAGE

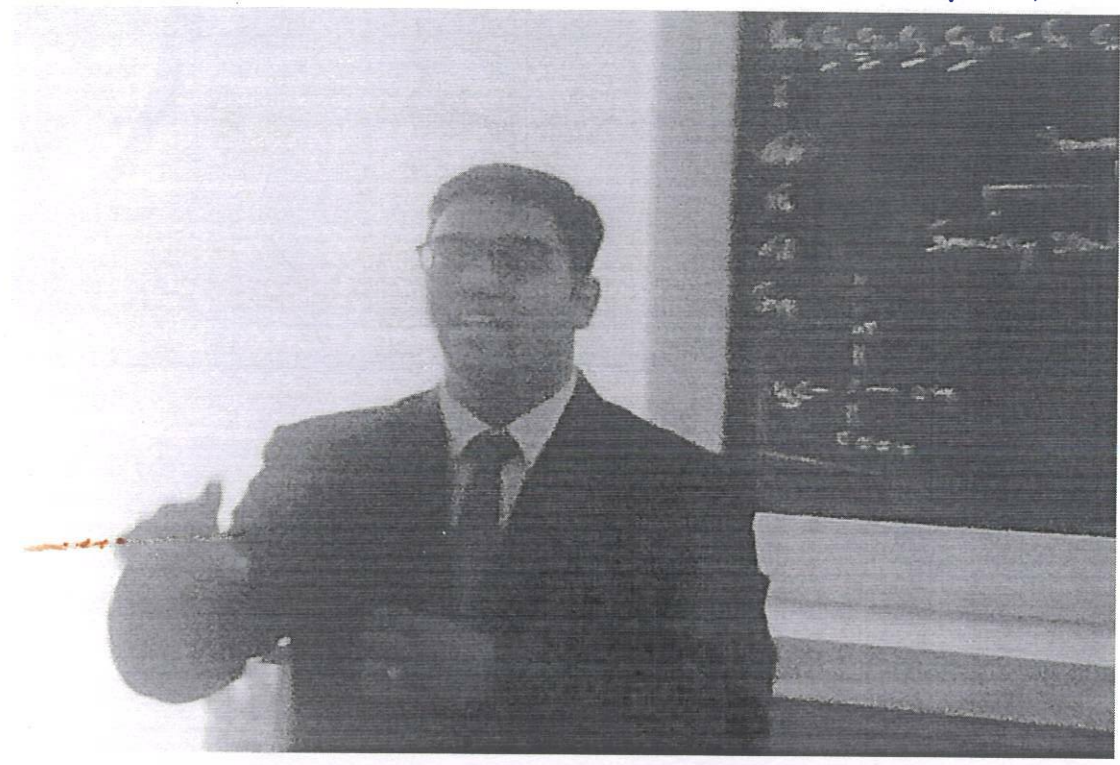


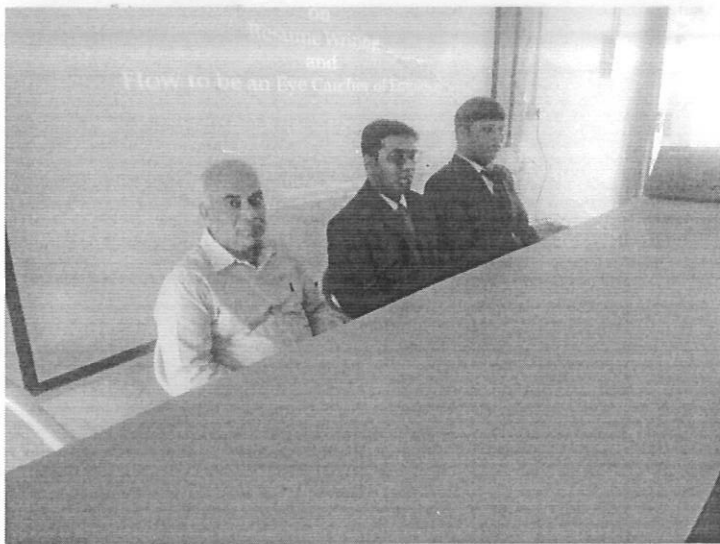
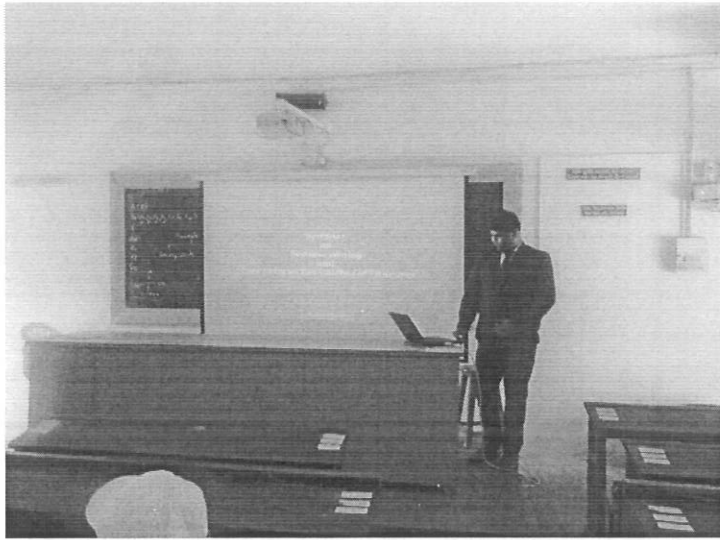
A smiling face is certainly an asset. However, improper way of smile or laugh may project casual attitude and lack of mannerism.

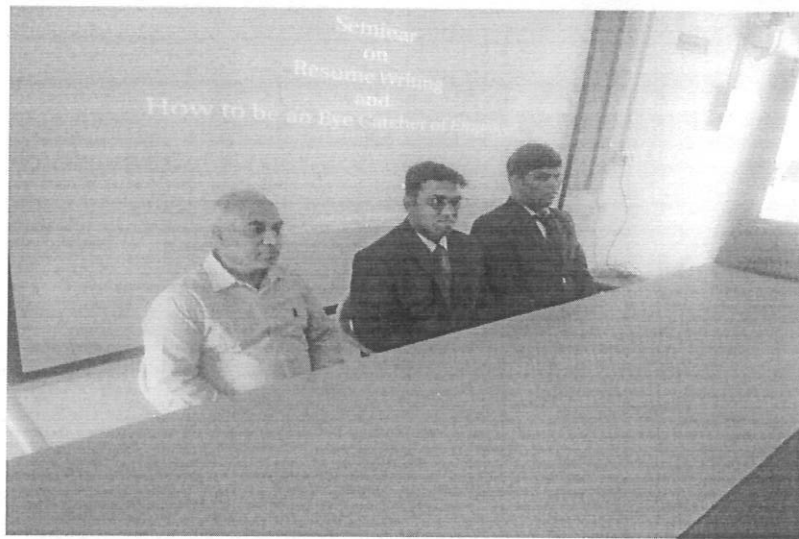
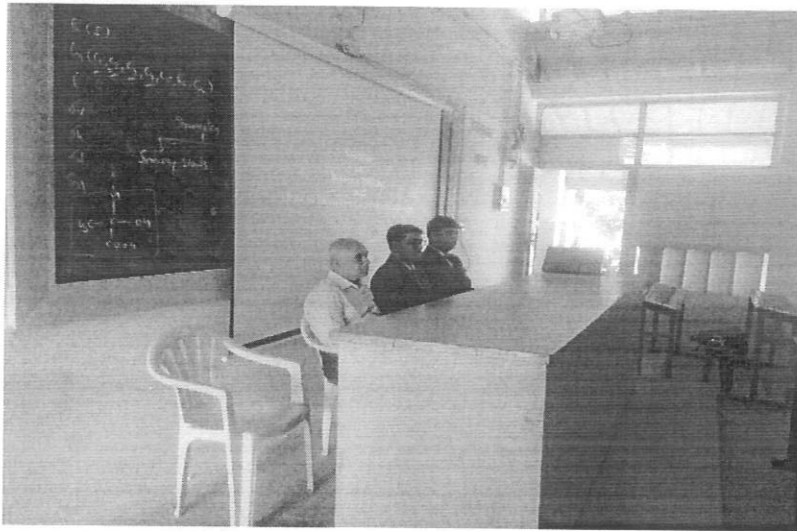
→ Seminar on Resume Writing :-

15

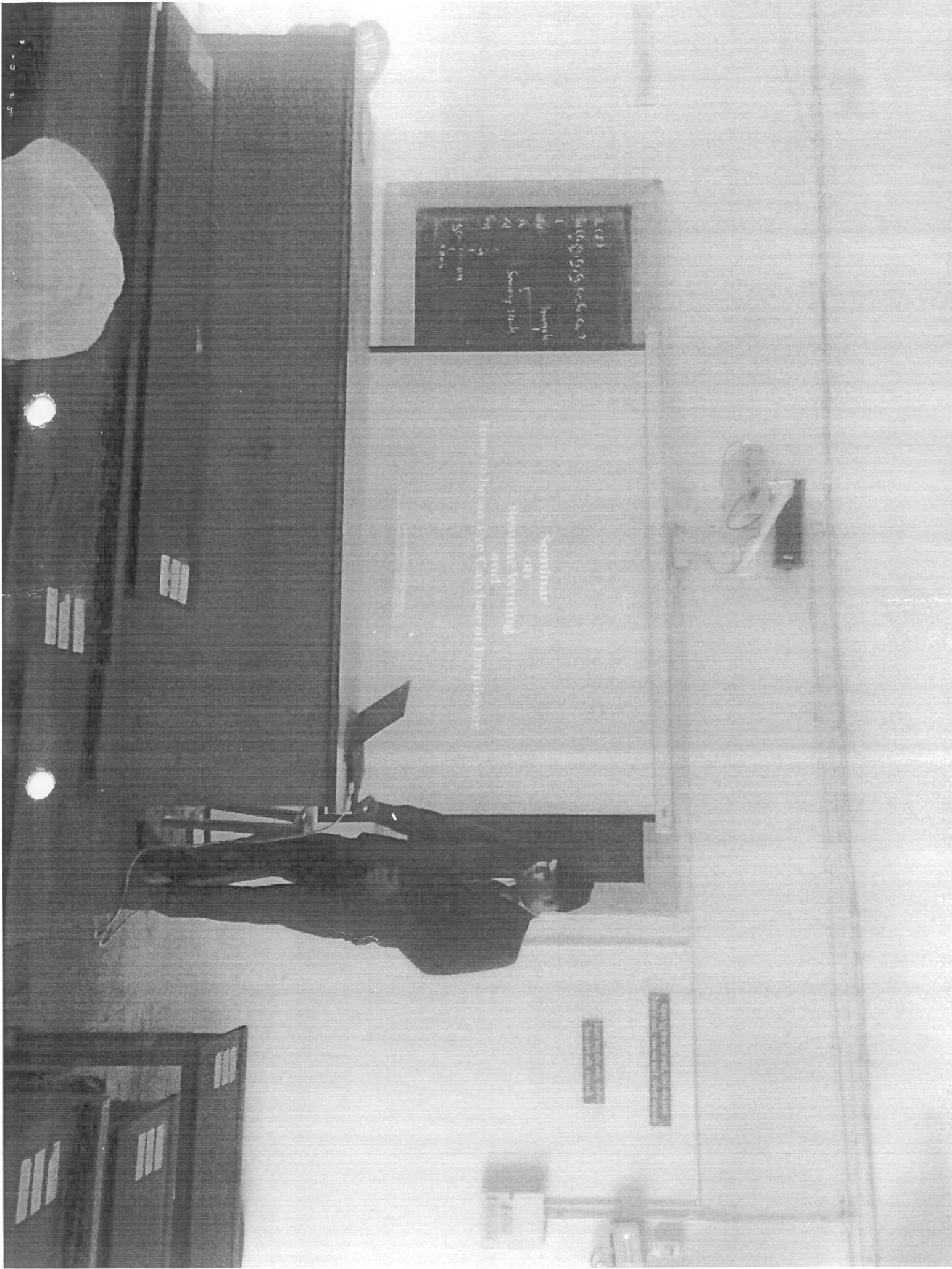
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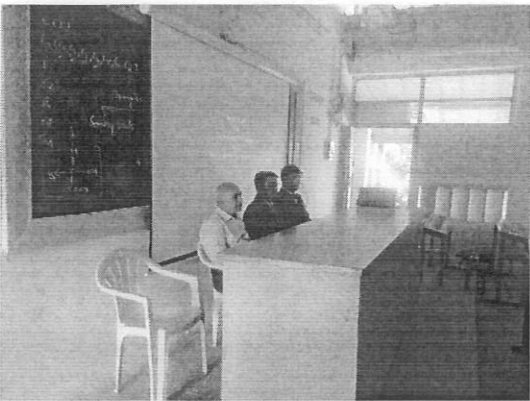
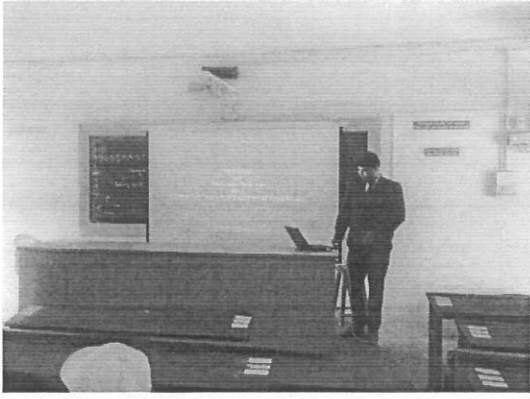


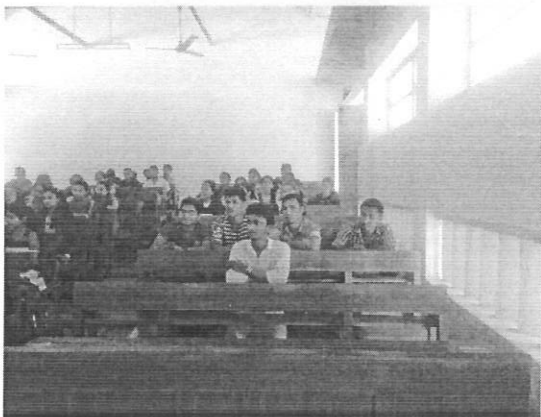
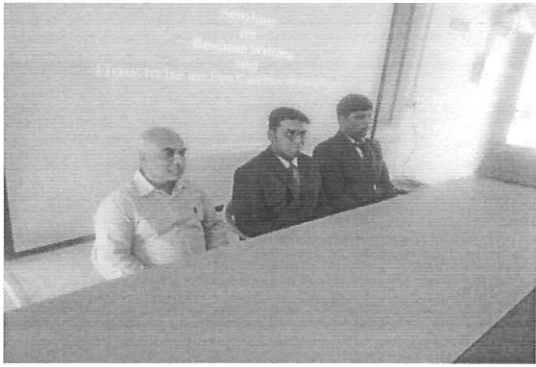












1) Patel Tamvi R	T. Y. BSC B (231)	T. R. Patel
2) Shaikh Firdos A.	T. Y. BSC B (271)	F. A. Shaikh
3) Patel Prinyanka A.	T. Y. BSC B (195)	P. Patel
4) Tandel Kirtika R.	T. Y. BSC B (278)	K. R. Tandel
5) Rohit Hemali N.	T. Y. BSL - B (266)	H. N. Rohit
6) Raut Bhuvani J.	T. Y. BSC B (265)	B. J. Raut
7) Tambe Hiral T.	T. Y. BSC B (277)	H. T. Tambe
8) Rathod Shivani R.	T. Y. BSC B (264)	Rathod
9) Patel Rishi D.	T. Y. BSC - B (190)	P. Patel
10) Patel Pinal M.	T. Y. BSC - B (184)	P. M. Patel
11) Vaghara Vaishali S.	T. Y. BSC - B (296)	V. S. V.
12) Patel Vishal R.	T. Y. BSC - B (245)	V. R. Patel
13) Patel Subham G.	T. Y. BSC - B (226)	S. G. Patel
14) Patel Mynus R.	T. Y. BSC - B (162)	M. R. Patel
15) Patel Sumil P.	T. Y. BSC - B (227)	S. P. Patel



