

**Resume Writing & Interview Skills Workshop**

“There are no limits that you can accomplish except the limits that you place on your own thinking.” ― Brian Tracy

Resume Writing & Interview Skills Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Final year Students
* Professors/ Lecturers/ Trainers
* Placement Officers
* New Joiners/ Freshers

Workshop Objectives

* Understanding Resume
* Resume Making
* Job Description & Their Importance
* Importance of cover letter & group discussion
* Group Discussion Practice
* Interview Skills
* Interview Process
* Creating LinkedIn Profile
* Social Media Etiquette
* Tips for Interviews



Workshop Outline

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| **Day 1** |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:15 AM | **What’s In It for Me**• Workshop Intro & Agenda• Ground Rules• Icebreaker• Facilitator Intro• Participant Intro & Expectations |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Understanding Resume*** What is Resume?
* Key Components of a Resume
* Difference between Resume, CV Or Biodata
 |
| 4 | 11:15 -11:30 AM | **First Tea Break** |
| 5 | 11:30 -12:00 PM | **Resume Making Activity*** Types of Resume & Layouts
* Important Part of Resume & Examples
* Resume Writing Mistakes
* How to review Resume
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| 6 | 12:00 - 12:30 PM | **Job Descriptions*** Understanding Job Descriptions
* Key Components of Job Description (JD)
* Why Customising Resumes to JD
* How to Customise Resumes as per JD
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| 7 | 12:30 - 1:15 PM | **Cover Letter & Group Discussion*** Understanding Cover Letter
* Key Components of Cover Letter
* Tips for effective Cover Letters
* What is Group Discussion?
* Importance of Group Discussions
* Key Features of Group Discussion
* Tips for Group Discussion
 |
| 8 | 1:15 – 2:00 PM | **Lunch Break** |
| 9 | 2:00 – 2:15 PM | **Group Discussion Activity** |
| 10 | 2:15 – 3:15 PM | **Interview & Interview Process*** What is Interviewing Skills?
* Common Challenges Faced
* Types of Interviews
* Benefits of Interview
* Skills that Employers look for
* Understanding Interview Process?
* Pre-Interview Preparation & Benefits
* STAR Model Technique
* Tips for interview
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| 11 | 3:10 – 4:00 PM |  **Interview Practice** |
| 12 | 4:00 – 4:15 PM | **Second Tea Break** |
| 13 | 4:15 – 4:45 PM | **LinkedIn Profile & Social Media Etiquette*** Understanding LinkedIn
* LinkedIn Profile
* How to make LinkedIn Profile
* Social Media Etiquettes for Freshers
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| 14 | 4:45 - 5:00 PM | **Recap** |
| 15 | 5:00- 5:15 PM | **Post Training Assessment** |
| 16 | 5:15- 5:30 PM | **Closing*** Feedback forms
* Q&A (If any)
* Closing Video (If any)
* Group Photo
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\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client.\*