



## Training and Placement Cell Event Report

**TECNIA**  
 INSTITUTE OF ADVANCED STUDIES  
 NAAC ACCREDITED GRADE "A" INSTITUTE  
 DELHI | INDIA

**Capability Enhancement Program**  
*Webinar on*  
**Let's Make A Resume**

**Mr. Mayank Arora**  
 Asst. Prof., Faculty Placement Coordinator  
 TIAS

**Dr. Nivedita**  
 Head T&P Cell and I/C IIC,  
 TIAS

Program: BAJMC IV  
 Join Us: <https://bit.ly/3oBUbLj>

09.02.2022 (Wednesday)  
 12:00 PM Onwards

Training and Placement Cell

<b>Event:</b>	Webinar: Let's Make A Resume
<b>Topic:</b>	Let's Make A Resume
<b>Date:</b>	09 <sup>th</sup> February 2022
<b>Time:</b>	12:00PM Onwards
<b>Mode:</b>	Microsoft Team
<b>Program:</b>	BA(JMC) 1st Year 2 <sup>nd</sup> Year
<b>Convener:</b>	Mr. Mayank Arora, Assistant Professor, Department of Journalism and Mass Communication
<b>Beneficiaries:</b>	25

### Resource Person:

Dr. Nivedita, T&P Head TIAS, I/C IIC.

**Objective:**

- To make students understand correct way of writing the CV.
- To make students understand how to write order of contents in CV.
- To provide knowledge about Do's & Don'ts in CV writing.
- To make students aware about different types of CV templates.

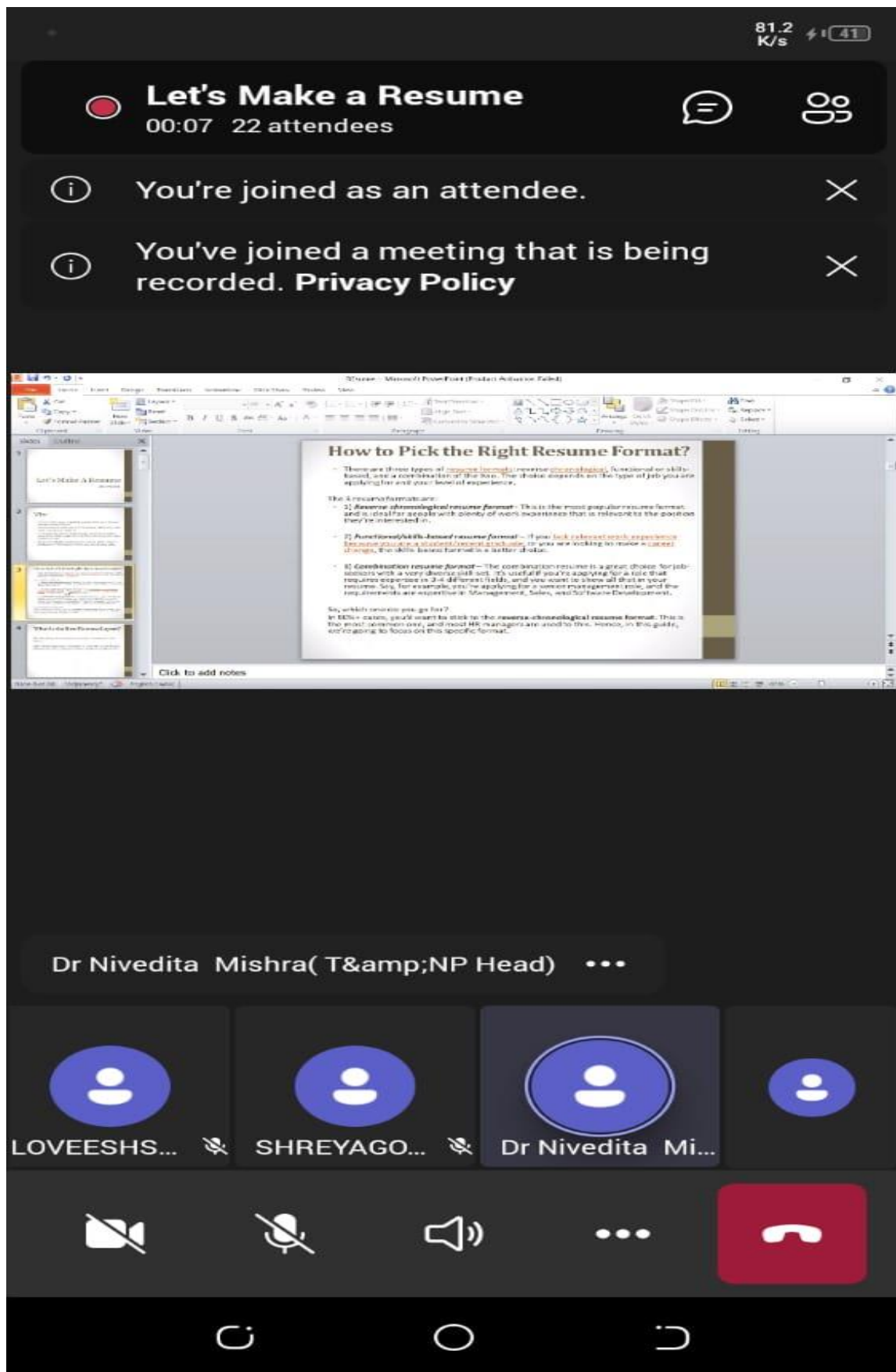
**Report:**

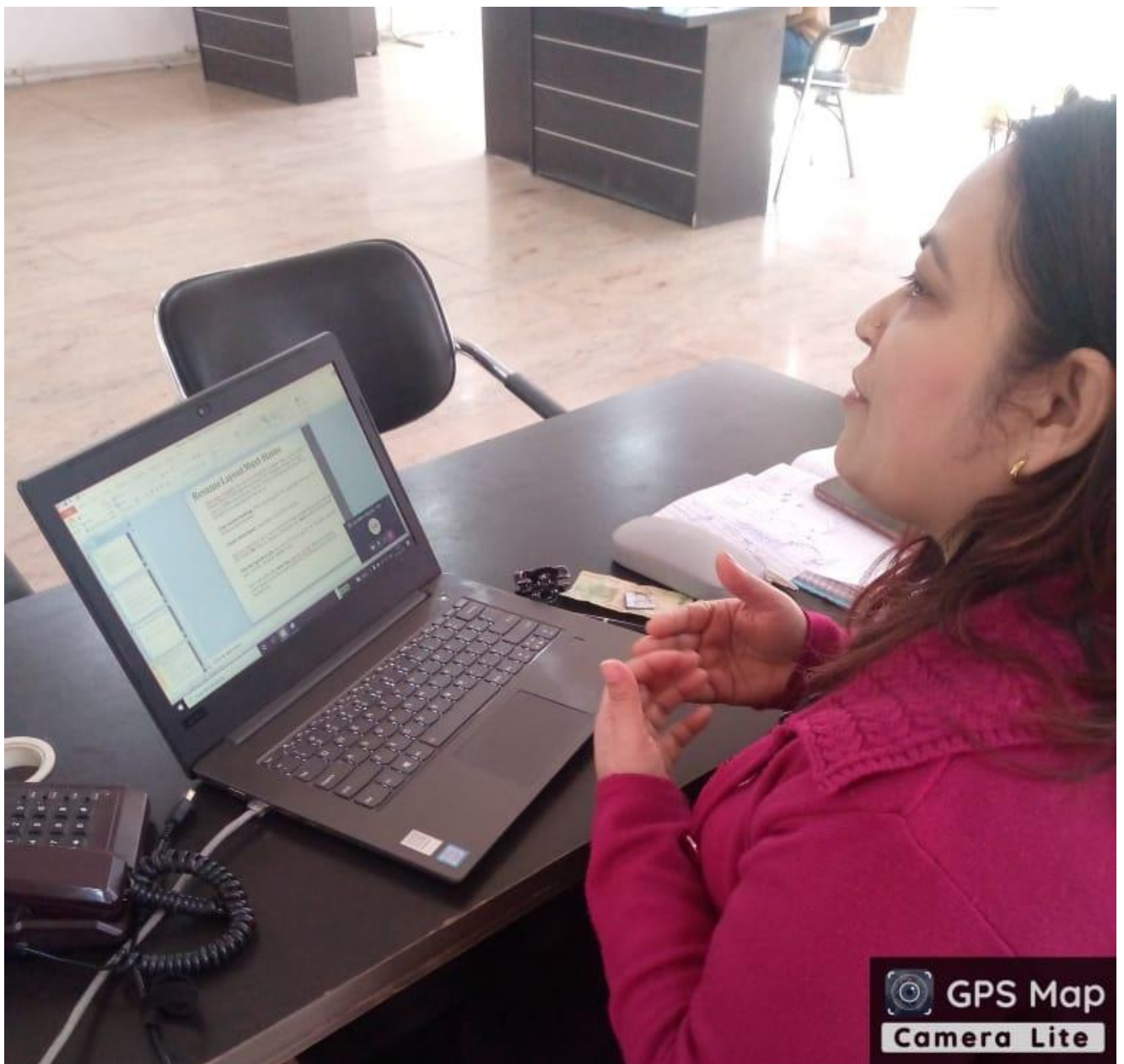
A webinar on the topic, Let's Make A Resume was organized on 09<sup>th</sup> February 2022 by Training and Placement Cell under the ambit of Capability Enhancement Scheme for students of BA(JMC) programme. The resource person for webinar was Dr. Nivedita Head Training and Placement Cell In-Charge IIC. The webinar was attended by 25 students from 1<sup>st</sup> year and 2<sup>nd</sup> Year of BA(JMC) programme. The purpose of the webinar was to give an idea about the Curriculum Vitae, Resume and formats. Dr. Nivedita started the session with simple question of the difference between a resume and curriculum vitae. The answer helped to clarifying the doubts of students that whether as a fresher one has to write a resume or a CV. Trainer gave a general guideline on writing a resume as per following: 1. Name, Address, Mobile No., and Email 2. Objective 3. Education 4. Work experience with Responsibilities 5. Skills-Educational and Managerial 6. Achievements 7. Referrals. Dr. Nivedita explained the three formats of career summary statement viz. chronological, functional or a combination of both. Students were given the task to write a cover letter and email to Dr. Nivedita. Lastly feedbacks were taken from the students for the session of Professional CV Writing.

**Learning outcome:**

- Student's learned the skills of effective resume writing.
- Students understood the write order of mentioning contents in CV.
- Students understood the importance of cover letter and how to write it.
- Students' knowledge about different types of templates was increased

## Screenshot and Geotag Photos:





2A, Bhagwan Mahavir Marg, Block A, Sector 14, Rohini,  
Delhi, 110085, India

Latitude  $28.706316666666666^{\circ}$  Longitude  $77.12976833333333^{\circ}$

Local 12:18:07 PM  
GMT 06:48:07 AM

Altitude 192.9 meters  
Wednesday, 09-02-2022



12:15

73.9 K/s 41



## Let's Make a Resume

01:48 22 attendees



You're joined as an attendee.



You've joined a meeting that is being recorded. **Privacy Policy**



rinku sethi(CI,BA(JMC),M.E)



PRIYAL SHARMA



NANDITAMISHRA



Dr Nivedita Mishra( T&N...



FREYAUPPAL



Ajay Bhardwaj



lakshita (Guest)



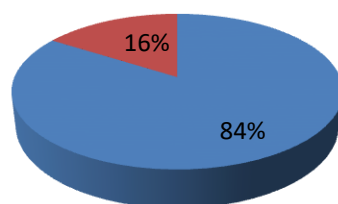
Shreya Mittal



## Feedback:

### Overall Feedback In Terms of Intended Objective

■ Excellent ■ Good



## List of Beneficiaries:

Sl. No	Name	Program of Study	Year of Study
1	UMMEY HANI	BAJMC	2nd Year
2	DEV GOGIA	BAJMC	2nd Year
3	PRAGYA	BAJMC	2nd Year
4	SANYA NARULA	BAJMC	2nd Year
5	ARUNDHATI NAUTIYAL	BAJMC	2nd Year
6	YASH SAH	BAJMC	2nd Year
7	ANANYA JAIN	BAJMC	2nd Year
8	LEESHMA GARG	BAJMC	2nd Year
9	SAKSHI YADAV	BAJMC	2nd Year
10	VANSHITA SHARMA	BAJMC	2nd Year
11	SHREYA GOEL	BAJMC	1 <sup>st</sup> Year
12	MANSI	BAJMC	2nd Year
13	ARADHYA SHUKLA	BAJMC	2nd Year
14	ISHITA SINGH	BAJMC	2nd Year
15	KHUSHI PUNDIR	BAJMC	2nd Year
16	DEEPANSHI KULASRI	BAJMC	2nd Year
17	SONAM GUMBER	BAJMC	2nd Year
18	KAVYA SWAROOP	BAJMC	2nd Year
19	DEEPTI GOEL	BAJMC	2nd Year
20	ALAKSA ASSIS	BAJMC	2nd Year
21	SACHMEYHER KAUR KALRA	BAJMC	2nd Year
22	HARDIK MANCHANDA	BAJMC	2nd Year
23	SHREYA DAS	BAJMC	1st Year
24	ANCHAL GAHLOT	BAJMC	2nd Year
25	AADHYA JUNEJA	BAJMC	2nd Year