



Sandip University

School of Commerce & Management Sciences

PLACEMENT SESSION

ON

RESUME WRITING AND PERSONALITY DEVELOPMENT

Conducted by

**School of Commerce and Management Studies
Sandip University**

13/03/2025

Date of Activity: 13/03//2025

Venue: LG-Smart classroom, S 'Building Sandip University

Coordinated By: Mrs.Madhuri Sanjay Tambe (Assistant Professor, SOCMS)

Conducted by: Mr.Mandar Dixit (Central Training and Placement department

Sandip University and Foundation, Nasik)

The session at School of Commerce and Management Studies, Sandip University was organized for BBA /BBA BA and B.com IV sem students to empower students with crucial resume writing and personality development skills. By focusing on key aspects such as structuring a professional resume, highlighting strengths, and mastering interview etiquette, the session ensured that students are well-prepared for job applications and interviews. This initiative aimed to enhance their confidence, communication, and overall professional persona, enabling them to stand out in the competitive job market.

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Objective of the session:

The session aimed to equip students with essential skills in **resume writing** and **personality development**, ensuring they are well-prepared for job applications and interviews.

Highlights of the Session:

- **Resume Writing:**
 - Importance of a well-structured resume.
 - Key components: Objective, Skills, Experience, and Achievements.
 - Common mistakes and how to avoid them.
 - ATS (Applicant Tracking System) friendly resumes.
- **Personality Development:**
 - Communication and body language in interviews.
 - Confidence-building techniques.
 - Grooming and professional etiquette.
 - Mock interview and feedback session.

Outcomes

- Students found the session highly informative and practical.
- Increased awareness about resume-building strategies.
- Boosted confidence in interview skills and personality presentation.
- Many students expressed interest in further mock interview sessions.

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Glimpses of Workshop



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Conclusion

The session successfully met its objectives by enhancing students' **resume-building skills and personality development**. It was a **valuable learning experience** and a **crucial step towards their career readiness**.

Faculty Coordinator

Mrs.Madhuri Sanjay Tambe

Assistant Professor

School of Commerce and Management Studies, Sandip University

Dr.Rupali Khaire

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