

**Event Activity Report****Academic Year 2021-2022****School Name/ Department Name: School of Science/ Department of Chemistry****Event Title: Resume Writing****Event Date: 28<sup>th</sup> January 2022****Time: 10:30 am to 11:30 am****Duration in days/ Hours: One Hour****Mode of conduction: Online/Google Meet****Level of Program: School-Level****Event Resource Person Details: Mr. Lalit R. Patil, Training and Placement Officer, Sandip University/ Sandip Foundation, Nashik.****Name of Event Coordinator with contact details:**

Dr. Leena N. Patil, Head, Department of Chemistry, SOS, SUN.

Email: leena.patil@sandipuniversity.edu.in

**Number of participants attended: 119****Event Outline, Objective and Outcome of the event:****Outline of Program:**

Welcome and introduction, felicitation of the guest followed by lecture and valedictory ceremony

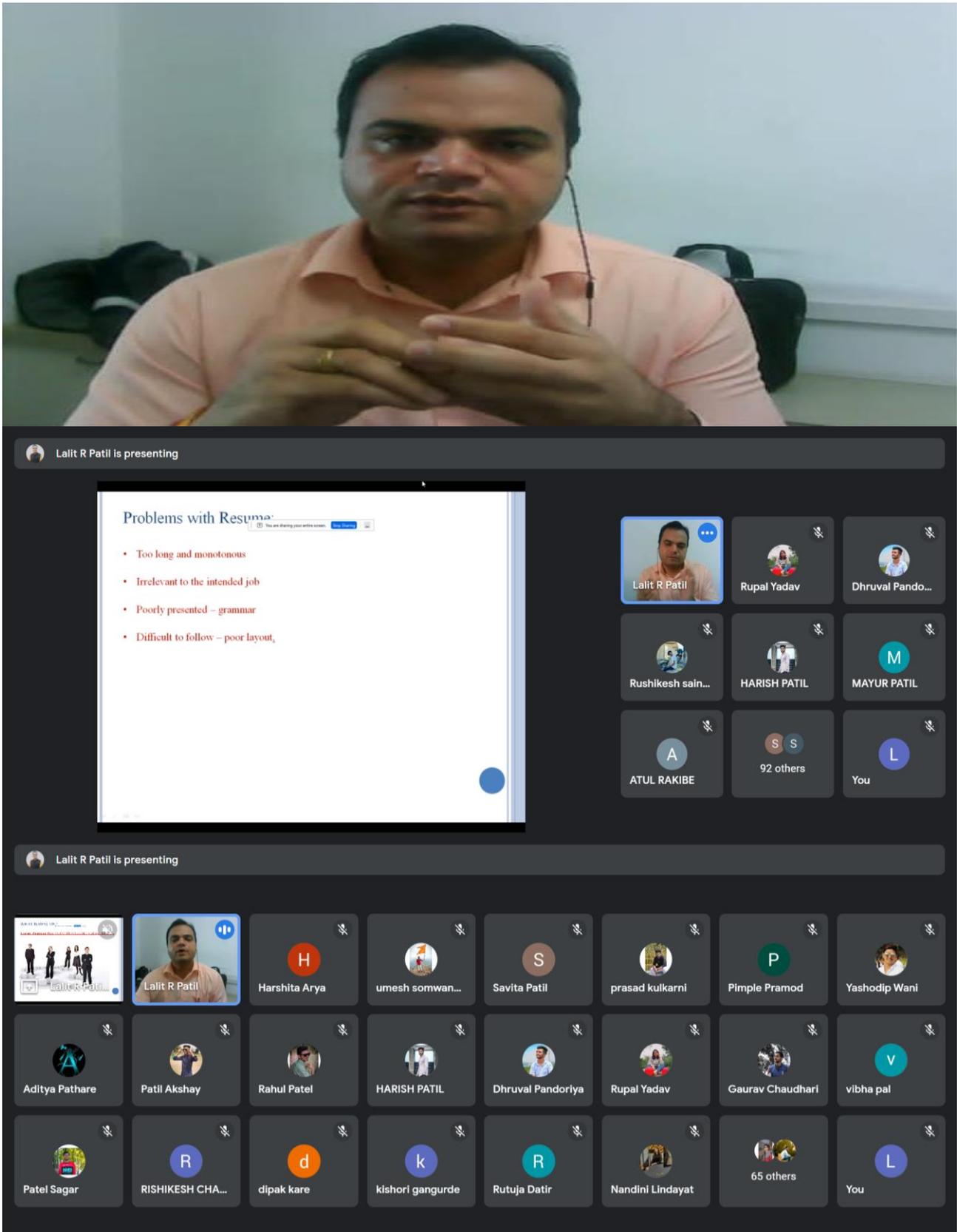
**Objective of Program:**

To make post-graduate students aware about how to write resume.

**Outcome of Program:**

Students got useful information regarding various aspects of resume writing, difference between CV and Resume, Do's and Don'ts while preparing resume.

Event photos/ Screenshots such as (photos of Inauguration, felicitation, event conduction and valedictory ceremony):



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**Problems with Resumes**

- Too long and monotonous
- Irrelevant to the intended job
- Poorly presented – grammar
- Difficult to follow – poor layout,

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Participants:

- Lalit R Patil
- Rupal Yadav
- Dhruval Pando...
- Rushikesh sain...
- HARISH PATIL
- MAYUR PATIL
- ATUL RAKIBE
- 92 others
- You
- Harshita Arya
- umesh somwan...
- Savita Patil
- prasad kulkarni
- Pimple Pramod
- Yashodip Wani
- Aditya Pathare
- Patil Akshay
- Rahul Patel
- HARISH PATIL
- Dhruval Pandoriya
- Rupal Yadav
- Gaurav Chaudhari
- vibha pal
- Patel Sagar
- RISHIKESH CHA...
- dipak kare
- kishori gangurde
- Rutuja Datir
- Nandini Lindayat
- 65 others
- You

## PRIMARY PURPOSE

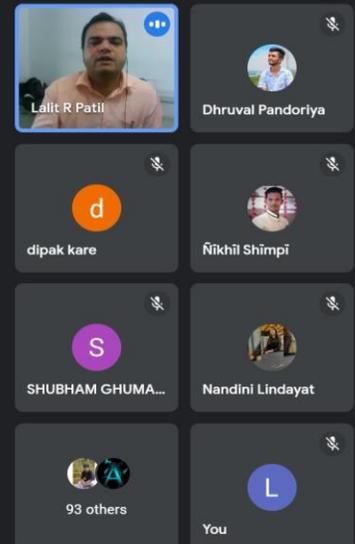


- ✓ Resume represents you
- ✓ A resume will get you an interview!
- ✓ Guides the interviewer in what to ask.
- ✓ Give a positive first impression of you in 10-20 seconds.

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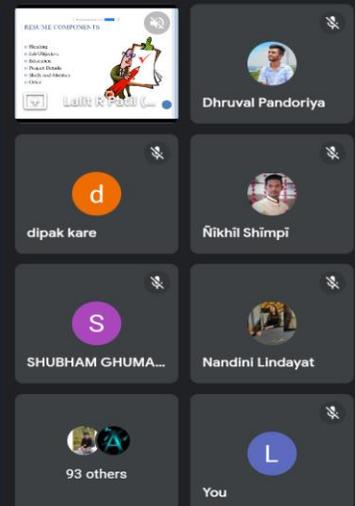
### RESUME COMPONENTS

- Heading
- Job Objective
- Education
- Project Details
- Skills and Abilities
- Other



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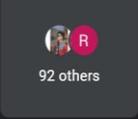
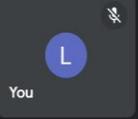
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## EDUCATIONAL DETAIL



- Required: Degree, major, school, year of graduation.
- Professional training may also be listed either under Education or Training



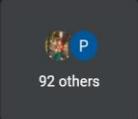
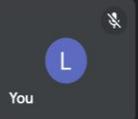
 Lalit R Patil	 prasad kulkarni	 Harshita Arya
 Nandini Lindayat	 umesh somwa...	 ATUL RAKIBE
 Aditya Pathare	 92 others	 You

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## SOME DON'TS



- Don't write "References available upon request."
- Don't use personal pronouns (I, me, my) in your resume.
- Don't use colored paper
- Don't ever lie on your resume.
- Don't fold your resume

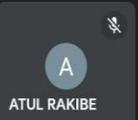
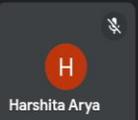
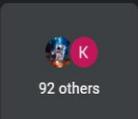
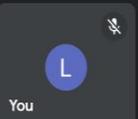
 Lalit R Patil	 Nitish Londhe	 ATUL RAKIBE
 AFSANA SHAIKH	 prasad kulkarni	 Harshita Arya
 Dhruval Pando...	 92 others	 You

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## WORDING

- Only include what is relevant and marketable.
- Use bulleted lists instead of paragraphs.
- Use past tense for work in the past.
- BE HONEST!



 Lalit R Patil	 hrutik borse	 ATUL RAKIBE
 Nandini Lindayat	 HARISH PATIL	 Harshita Arya
 umesh somwa...	 92 others	 You