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School Of Science
Department of Chemistry
REPORT
On
Guest Lecture
“Resume writing and interview Etiquette”

Event/ Activity Name: “Resume writing and interview Etiquette”

Date: 19/12/23

Venue: 210 SP Building, Sandip University, School Of Science, Department of Chemistry

Guest Speaker: Dr. Mohini Gurav

Timing: 2 Hrs

Details of the event/ activity: The Lecture was organised for MSc students of Chemistry Department.

Introduction: The guest lecture on "Resume Writing and Interview Etiquette" was conducted on 19/12/2023 at 210 SP building School of Chemical Sciences, Sandip University Nashik. The event was organized Department of Chemistry, aiming to provide valuable insights and guidance to the participants on crafting effective resumes and mastering interview etiquette.

Guest Speaker: The lecture was delivered by Dr. Mohini Gurav, an accomplished professional with 23 years of experience in the relevant field. The speaker's expertise in recruitment and human resources.

Guest Lecture Covers following Highlights:

Introduction to Resume Writing:

The speaker commenced the lecture by emphasizing the importance of a well-crafted resume. Participants were guided through the essential components of a resume, including personal information, career objective, education, work experience, skills, and achievements

Resume Formatting and Structure:

Practical tips on formatting and structuring a resume were provided. The speaker highlighted the significance of a clean and organized layout, easy readability, and the use of keywords to pass through applicant tracking systems (ATS).

Tailoring Resumes for Specific Roles:

The lecture emphasized the need for customizing resumes for specific job applications. Participants learned about the importance of aligning their skills and experiences with the requirements of the job, thereby increasing their chances of being noticed by recruiters.

Interview Etiquette:

The second part of the lecture focused on interview etiquette. Topics covered included proper attire, punctuality, body language, and effective communication. The speaker shared real-life scenarios to illustrate the do's and don'ts during an interview.

Common Interview Questions and Answers:

Practical insights into handling common interview questions were provided. Participants gained a deeper understanding of structuring responses, showcasing their strengths, and addressing weaknesses positively.

Interactive Session:

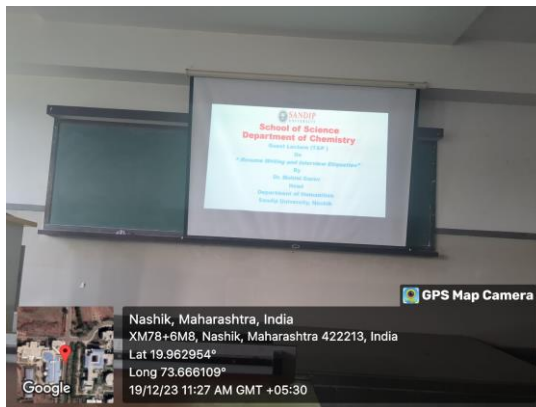
The lecture featured an interactive Q&A session, allowing participants to seek personalized advice and clarification on specific topics. The speaker addressed queries related to industry-specific resume trends, handling challenging interview situations, and adapting to the evolving job market.

Conclusion:

The guest lecture on "Resume Writing and Interview Etiquette" proved to be highly informative and beneficial for the participants. The practical insights shared by the speaker equipped them with the tools and knowledge needed to enhance their job search and interview success.

The event concluded with a note of gratitude to the guest speaker and the organizing body for facilitating such a valuable learning opportunity. Participants left the lecture hall with newfound confidence and a clearer understanding of the crucial elements in resume writing and interview etiquette.

Glimpse of Guest Lecture:



Dr. Parag Chavan
 T and P Coordinator
 Department Of Chemistry

Dr. Sneha Tambat
 Event Co-coordinator
 Department Of Chemistry

Dr. Leena Patil
 HOD, Chemistry
 Department Of Chemistry

Dr. Nissar A. Reshi
 Associate Dean
 School Of Science