



**Audyogik Tantra Shikshan Sanstha's
Institute of Industrial and Computer Management and Research (IICMR)**

Approved by AICTE, Permanently Affiliated to SP Pune University,
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute
Awarded Best Management Institute for Industry Interface by CEGR

MBA@IICMR

Date: 9/8/2024

NOTICE

MBA-2nd year Semester-III_2024_25

Employability Enhancement Program: Session 1

This is to inform all MBA II year students that the first session of EEP is scheduled. Details of the session are as follows:

1. Session Topic – **Resume Building**
2. Resource Person – **Ms. Pritie Kalra**
3. Date – Monday (12/8/2024)
4. Time – 1.30 pm to 3.30 pm.
5. Venue – Auditorium, IICMR
6. Note – Attendance is compulsory.

All students should be in formals.

Prepared by:

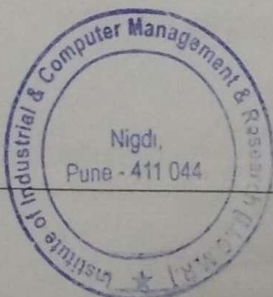
Ms. Pooja Nalawade
EEP Coordinator

Submitted to:

Dr. (Adv.) Manisha Kulkarni
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Approved by:

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Ref.: IICMR/MBA 2024-2025/EEP-2024/1



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REPORT

1. Title of the Activity: Resume Building: Crafting a Professional Profile for Career Success

2. Date & Venue: 12 August 2024. MBA@IICMR had organized its first Employability Enhancement Programme (EEP) 2024 for Second year MBA Students.

Time: 1:30 p.m. – 3: 30 p.m.

3. Outcomes of Activity:

- 1.Students learned the essential components of a well-structured resume, including how to highlight skills, experiences, and achievements effectively.
- 2.The session provided insights into tailoring resumes for specific job roles, ensuring relevance and impact.
- 3.Participants gained knowledge of the latest trends in resume formatting and the importance of keyword optimization for Applicant Tracking Systems (ATS).

4. Description of the Study:

The EEP session on Resume Building was conducted by industry expert Ms. Pritie Kalra and Vinita Arora. The session covered the critical aspects of crafting a resume that stands out in a competitive job market. Ms. Pritie Kalra emphasized the importance of a well-structured resume, tailored to the job role and industry.

Key takeaways included:

Understanding the Purpose of a Resume: The session began with a discussion on the primary purpose of a resume - to secure an interview. Students were taught how to present their skills, experiences, and accomplishments in a way that resonates with potential employers.



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Components of a Resume: Ms. Arora broke down the essential sections of a resume, including the header, summary statement, skills, work experience, education, and additional sections like certifications or volunteer work.

Customizing Resumes for Specific Roles: The importance of tailoring resumes for different job applications was highlighted. Students learned how to align their experiences and skills with the job description.

Keywords and ATS Optimization: The session covered the significance of including industry-specific keywords to pass through Applicant Tracking Systems (ATS), which many companies use to screen resumes.

The session was interactive, with students engaging in activities that involved reviewing and critiquing sample resumes. They also had the opportunity to work on their own resumes, receiving personalized feedback from Ms. Arora.

5. Assessment of the Activity Outcomes:

The students gained a comprehensive understanding of how to build an effective resume. They learned the importance of customization, clarity, and conciseness in resume writing. Finance students, in particular, realized the need to highlight their analytical skills and financial knowledge effectively.

Feedback:

The feedback from students was overwhelmingly positive. They appreciated the practical tips and hands-on activities that allowed them to apply the concepts learned during the session. Students rated the session on several criteria. Students rated the session on the basis of Relevance of the Topic, the context of Program, Quality of Content, Delivery of Content, Interest Generated by Speaker and the Overall Opinion about the Speaker. The rating from students were 3 out of 5.



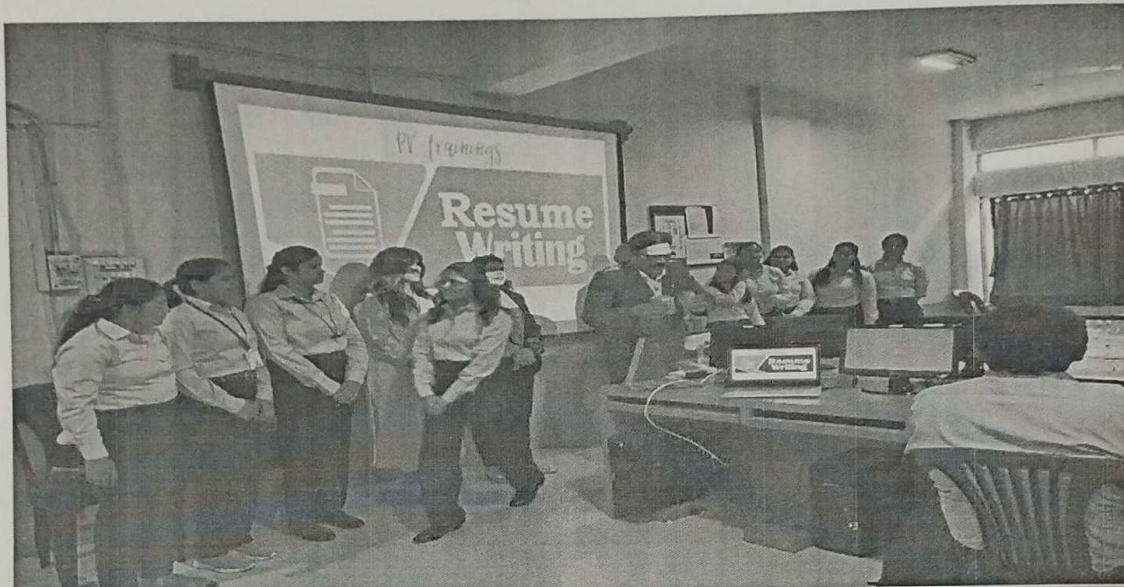
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