



**SADHU VASWANI MISSION'S
St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)**

Reaccredited by NAAC- A Grade, cycle 3

[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA, BBA (CA)]

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PU/PN/AC/015/ (1962)

College Code: - 013

Circular No: - 515/1 QAC/2020-21/61

Date:-24.02.2021

CIRCULAR

On 8th March 2021 a Webinar Guest titled Resume Writing Skills is to be organized by Department of Business Studies from 10.00am to 11.00am via Google meet Interface platform.

Jyoti Chintan

[Mrs. Jyoti Chintan]

Coordinator

Gulshan H. Gidwani

Dr. Gulshan H. Gidwani

Principal



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REPORT

RESUME WRITING SKILLS GUEST LECTURE – 2020-2021

Organiser: Mrs. Jyoti Chintan

Class: Sy BCom Business Communication

Speaker: Mr. Thomas Kuriakose

Business Studies Department had organized a Guest lecture on the subject – “Resume Writing Skills” for SY B Com Business Communication students on 08th March 2021 on Google meet. There were 98 students who attended the program.

Mr. Thomas Kuriakose, Corporate Trainer and Consultant enlightened the students with the skills of writing a Resume.

He spoke about difference between CV and Resume, Types of writing a resume and AIDA theory to be applied for drafting a resume

Lecture was very interactive and the students answered all the questions posted by the speaker.

J. Chintan

(JYOTI CHINTAN)



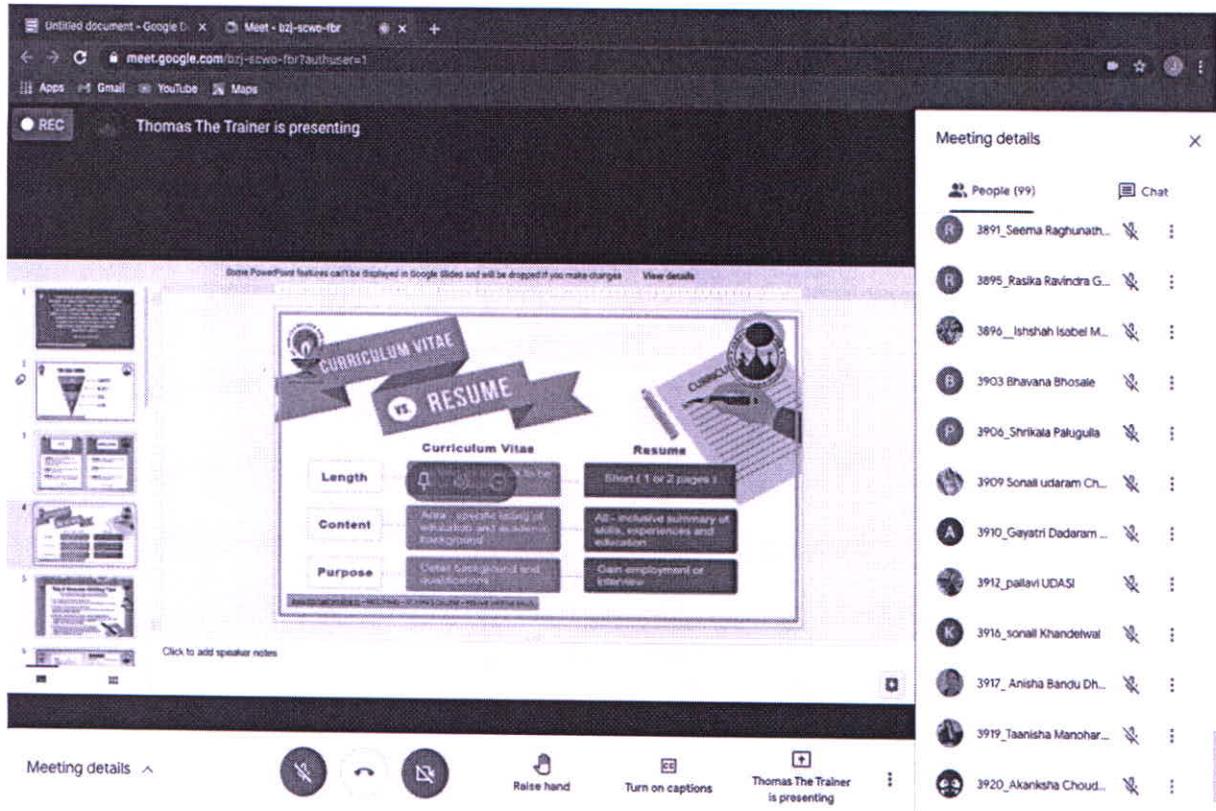
J. H. Jidwanji

Principal
St. Mira's College for Girls

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Attendance

Total Participants: 98 students



J. Chander

(Jyoti Chintan)



J. H. J. Chander

Principal

St. Mira's College for Girls

ST. MIRA'S COLLEGE FOR GIRLS

NAME OF EVENT: Resume Writing Skills

The screenshot shows a Google Meet interface. At the top, it says 'Untitled document - Google Docs x Meet - bzj-scwo-fbr x +'. Below that is a navigation bar with back, forward, and search icons, and links to 'meet.google.com/bzj-scwo-fbr?authuser=1', 'Apps', 'Gmail', 'YouTube', and 'Maps'. The main content area displays a Google Slides presentation slide titled 'CURRICULUM VITAE vs. RESUME'. The slide compares the two documents based on Length, Content, and Purpose. The 'Length' section shows 'Curriculum Vitae' as 'Longer (10-15 pages)' and 'Resume' as 'Short (1 or 2 pages)'. The 'Content' section shows 'Curriculum Vitae' as 'Area - specific listing of education and academic background' and 'Resume' as 'All - inclusive summary of skills, experiences and education'. The 'Purpose' section shows 'Curriculum Vitae' as 'Detail background and qualifications' and 'Resume' as 'Gain employment or interview'. The slide also includes a note: 'Some PowerPoint features can't be displayed in Google Slides and will be dropped if you make changes' and a 'View details' link. Below the slide, there are 'Click to add speaker notes' and a 'Meeting details' button. The bottom of the screen shows the Google Meet control bar with 'REC' (red), a video camera icon, a microphone icon, a 'Raise hand' button, a 'Turn on captions' button, and a 'Thomas The Trainer is presenting' status indicator. On the right side, there is a 'Meeting details' sidebar titled 'People (99)' showing a list of 99 participants with their names and profile icons. A 'Chat' tab is also visible in the sidebar.

This screenshot shows a second Google Meet session with the same title and layout as the first. The main content area displays a different Google Slides presentation slide comparing 'CV' and 'RESUME'. The slide details the differences in Content, Length, and Stability. The 'Content' section defines CV as 'a journey of my life' and Resume as 'relevant details in regards to the position being applied'. The 'Length' section notes that CVs are generally longer (2-3 to 6 pages) while Resumes are shorter (around one or two pages). The 'Stability' section notes that Resumes are 'always changing' with new events being added. The slide also includes a note: 'Some PowerPoint features can't be displayed in Google Slides and will be dropped if you make changes' and a 'View details' link. Below the slide, there are 'Click to add speaker notes' and a 'Meeting details' button. The bottom of the screen shows the Google Meet control bar with 'REC' (red), a video camera icon, a microphone icon, a 'Raise hand' button, a 'Turn on captions' button, and a 'Thomas The Trainer is presenting' status indicator. On the right side, there is a 'Meeting details' sidebar titled 'People (99)' showing a list of 99 participants with their names and profile icons. A 'Chat' tab is also visible in the sidebar.



Principal Incharge
St. Mira's College for Girls, Pune.