



DON BOSCO COLLEGE

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone : 9443604446, 9443604447

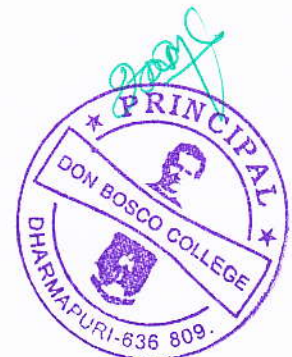
E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in



PRO FORMA FOR PROGRAMMES

ACADEMIC YEAR-2021-2022

DEPARTMENT NAME	ENGLISH
DATE	30.10.2021 Time: 12.00 To 1.00 p.m
VENUE / PLATFORM	Room. 6
EVENT (WORKSHOP/ SEMINAR/CONFERENCE/SYMPOSIUM)	RESUME WRITING AND INTERVIEW TECHNIQUES
TOPIC	RESUME WRITING AND INTERVIEW TECHNIQUES
RESOURCE PERSON	S. THIRUMAL, ASST. PROF. DEPARTMENT OF ENGLISH
NO OF PARTICIPANTS / BENEFICIARIES	30
BRIEF REPORT :	<p>A programme on INTERVIEW TECHNIQUES AND RESUME PREPARATION was organized for the final year UG students. The following Techniques were taught to them :</p> <ul style="list-style-type: none">Functional or Chronological.Focuses on skills.Visually powerfulResearch the Potential employerJob descriptionStandard Interview QuestionsBehavior-Based QuestionsPreparation of Self IntroductionWhat is the content of a Resume



RESUME PREPARATION & INTERVIEW TECHNIQUES



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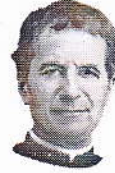


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PG AND RESEARCH DEPARTMENT OF ENGLISH

RESUME PREPARATION & INTERVIEW TECHNIQUES

Date : 30-10-2021

Venue : Room no 06

Time : 12.00 pm to 1.00 pm

REPORT

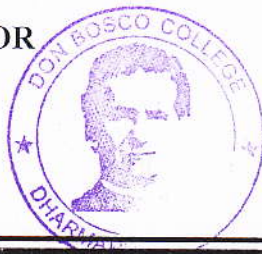
We conducted programme on **RESUME PREPARATION & INTERVIEW TECHNIQUES** for the final year students of B.A., English.

The programme was lead by M.Thirumal Department Placement Member, he also taken the session to the students. There are around 30 students who participated in it.

The programme started with Resume Preparation and Interview Techniques and the following points were suggested to the students:

- ❖ What information should be in a resume?
- ❖ Characteristics of a successful resume.
- ❖ Functional or Chronological..
- ❖ Focuses on skills.
- ❖ Visually powerful and free of gimmicks.
- ❖ Research the potential employer
- ❖ Review the job description and be able to match your education
- ❖ Prepare a 1 to 2 minute script about yourself
- ❖ Make sure you have the appropriate interview attire
- ❖ Standard Interview Questions
- ❖ Behavior-Based Questions


CLASS MENTOR




HOD


PRINCIPAL

