



St. Wilfred's College for Girls

(Affiliated to University of Rajasthan)

Report Workshop on Skill development workshop on Resume Building and Presentation

Organized by

Department of Computer Science

Title: Skill Development Workshop on Resume Building and Presentation

Date: [04-10-2022]

Duration: 1 Day

Department of Computer Science organized one day Skill development workshop on Resume Building and Presentation 04-10 2022 in College Campus. The workshop formally inaugurated with Lightening of Lamp by Honorable Guest Dr. Keshav Badaya Hon. Secretary, St. Wilfred's Education Society and, Dr. Manisha Tiwari Principal and convener of the workshop, Dr. Nikhita Mathur organizing Secretary of workshop, Ms. Priyanka Bhasin . Co-Convener of the workshop Inaugural with Saraswati-Vandana and lamp of lighting.

Introduction:

The Skill Development Workshop on Resume Building and Presentation is a comprehensive one-day program designed to equip participants with the necessary skills and knowledge to create compelling resumes and deliver impactful presentations. The workshop aims to enhance participants' professional profiles and improve their ability to effectively communicate their qualifications and achievements to potential employers or clients.

Objectives:

Understand the importance of a well-crafted resume and effective presentation skills in the professional world.

Learn strategies for building an impressive resume that highlights key skills and experiences.

Gain insights into the best practices for structuring and formatting resumes.

Develop techniques for creating visually appealing and engaging presentations.

Enhance presentation delivery skills, including body language, vocal projection, and slide design.

Receive personalized feedback and guidance to improve resumes and presentations.

Workshop Agenda:

Session 1: Introduction to Resume Building

Importance of a well-crafted resume

Key components of a resume: contact information, summary/profile, work experience, education, skills, and achievements

Identifying target audience and tailoring resumes accordingly

Common resume mistakes to avoid



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Where the mind is without fear ! Where the head is held high !



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Session 2: Resume Content and Structure

Highlighting key skills and experiences

Using action verbs and quantitative data to showcase achievements

Selecting appropriate resume formats (chronological, functional, combination)

Creating a clear and concise resume summary or profile statement

Session 3: Resume Formatting and Design

Choosing appropriate fonts, colors, and layout

Utilizing effective section headings and bullet points

Incorporating visual elements such as icons and infographics

Proofreading and editing for clarity and professionalism

Session 4: Presentation Skills

Understanding the importance of effective presentations in professional settings

Strategies for engaging the audience and maintaining their attention

Developing a compelling narrative and structuring presentations

Utilizing visual aids and multimedia effectively

Session 5: Delivery Techniques and Body Language

Enhancing vocal projection, tone, and pace

Mastering non-verbal communication and body language

Overcoming nervousness and stage fright

Handling questions and engaging in Q&A sessions

Session 6: Slide Design and Visual Communication

Principles of effective slide design

Selecting appropriate visuals, charts, and graphs

Using color schemes and typography for visual impact

Creating cohesive and visually appealing slide decks

Session 7: Practice and Feedback

Interactive exercises and role plays for resume building and presentation delivery

Peer evaluations and feedback sessions

Individual coaching and guidance for improvement

Final review and recommendations for further enhancement

Conclusion:

The Skill Development Workshop on Resume Building and Presentation offers participants valuable insights and practical techniques to excel in their professional endeavors. By focusing on resume building strategies, participants learn how to create impressive resumes that highlight their skills and achievements. Additionally, the workshop provides participants with the necessary tools to deliver impactful presentations, including effective communication techniques, slide design principles, and delivery skills. By the end of the workshop, attendees will have enhanced their resume and presentation abilities, positioning themselves for success in their career pursuits.



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