



# St. Wilfred's College for Girls

(Affiliated to University of Rajasthan)

## Report Workshop on Stress Management

Organized by

Department of Computer Science

### Title: Skills Development Workshop on CV Making

Date: [27-08-2022]

Duration: 1 Day

### Workshop Report: One-Day Skills Development Workshop on CV Making

Date: [ 27-08-2022]

#### Introduction:

The one-day skills development workshop on CV (Curriculum Vitae) Making was organized with the aim of assisting participants in enhancing their CV writing skills and providing them with the necessary tools to create effective and impactful resumes. The workshop targeted individuals from various professional backgrounds who were seeking to improve their chances of securing job opportunities.

#### Objectives:

- To educate participants about the importance of a well-crafted CV in the job application process.
- To provide participants with a comprehensive understanding of the key components of an effective CV.
- To offer practical guidance and tips on how to tailor CVs to specific job roles and industries.
- To help participants develop the skills to highlight their qualifications, experiences, and achievements effectively.
- To enable participants to create visually appealing and professional-looking CVs.

#### Workshop Agenda:

- Registration and Welcome Address
- Introduction to CV Making: Importance and Purpose
- Understanding the Components of a CV
- Writing an Attention-Grabbing Personal Profile
- Highlighting Education and Qualifications
- Showcasing Work Experience and Achievements
- Tailoring CVs for Specific Job Roles
- Tips for Writing an Effective Cover Letter
- Utilizing Keywords and Phrases to Optimize CVs

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



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Formatting and Design Techniques for Professional CVs  
Interactive Activities: Group Discussions and Case Studies  
Q&A Session  
Closing Remarks and Certificate Distribution

## Workshop Highlights:

**Expert Facilitators:** The workshop was conducted by experienced professionals in HR and recruitment, who provided valuable insights and practical advice based on their industry knowledge.

**Interactive Sessions:** Participants actively engaged in group discussions, sharing their experiences and challenges related to CV writing. Case studies were used to analyze real-life scenarios and provide practical solutions.

**Hands-on Practice:** Participants had the opportunity to work on their own CVs during the workshop, receiving personalized feedback and guidance from facilitators.

**Resource Materials:** Each participant received a comprehensive workshop manual containing key information, templates, and examples for future reference.

**Visual Design Techniques:** The workshop explored the importance of visual appeal in CVs, including formatting, font selection, and the use of appropriate sections and headings.

## Outcomes:

**Increased Knowledge:** Participants gained a deeper understanding of the importance of CVs in the job application process and acquired the skills necessary to create effective resumes.

**Enhanced CV Writing Skills:** Participants developed the ability to craft compelling personal profiles, effectively highlight qualifications and experiences, and tailor their CVs to specific job roles.

**Improved Confidence:** Participants felt more confident in their ability to present themselves effectively on paper, increasing their chances of securing job interviews.

**Networking Opportunities:** Participants had the opportunity to network with fellow professionals from different industries, expanding their professional contacts.

## Conclusion:

The one-day skills development workshop on CV Making proved to be highly beneficial for participants seeking to improve their CV writing skills. The workshop provided valuable insights, practical guidance, and hands-on practice, enabling participants to create impactful resumes tailored to their desired job roles. The enhanced knowledge and skills gained during the workshop will undoubtedly contribute to participants' future success in the job market.



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