

Topic: Resume Writing and Interviewing Skills

Total number of Students/ Participants attended the session: 70

Date: 03/11/2015

Speaker: Ms. Hira Roy is a Convener – Corporate Resource Center, Apeejay School of Management. Skilled in Career Development, Coaching, Market Research, Sourcing, and Screening.

Type: Seminar

Objective of programme:

- **To develop the understanding among students about corporate expectation from a fresher.**
- **To develop resume writing and interview skills.**

Summary of the event:

The session commenced with the welcome address to keynote speaker, Ms. Hira Roy. She started the session by explaining the students about the expectation of corporates from a fresher. Ms. Roy further added that how a resume represents the candidate to a recruiter and how easily even a well-structured resume could get rejected on the basis of silly mistakes. She explained to the students about structure of a resume and educate about key pointers such as use of Font “Times New Roman”, use of A4 Size sheet, avoid use of over-aggression in your presentation, minimum to no use of colours etc. Before moving to the interview skills, she resolved queries of students like objective in resume, specification about drop year etc. Afterwards, Ms. Roy played some videos of the interview. On the basis of the videos, she made students aware with interview scenario. With reference to the video, she asked everyone to note how to answer creatively a very basic question like introduce yourself or tell something about you. With the help of videos, she made students realize the impact of confidence during interview and role of active listener. She also made student aware about how sometimes interviewer may ask stupid question in order to check logical aptitude in the interview. She concluded the session with a remark that interview skills are 40% of what you do before the interview and 60% of what you do during the interview and taken up queries of students.





Sonali Jain <sonalijcom@bharati.du.ac.in>

Re: Session for Students on 3rd November, Tuesday between 10.50 - 11.45 am

reena setia talwar <intouchreena@gmail.com>

Tue, Jun 22, 2021 at 4:05 PM

To: Sonali Jain <sonalijcom@bharati.du.ac.in>

On Mon, Nov 2, 2015 at 1:24 PM Shweta Jha <shwetajha.asm@gmail.com> wrote:

Dear Reena Ma'am,

Ms. Hira Roy will be at your campus at 10:30AM for the session on "Resume Writing and Interviewing Skills" is final for third year students tomorrow (3 November 2015).

She can be reached at 9818562292.

With warm regards,

On Thu, Oct 15, 2015 at 9:50 AM, Shweta Jha <shwetajha.asm@gmail.com> wrote:

Dear Reena Ma'am,

Thank you for the opportunity.

Ms. Hira Roy, Head CRC, will take the session on "Resume' Writing and Interviewing Skills' for your final year students on 3rd November 2015.

Her brief profile is attached with this mail.

With warm regards

On Tue, Oct 13, 2015 at 5:40 PM, reena setia talwar <intouchreena@gmail.com> wrote:

Hello mam

As discussed, the session for students on "Resume Writing and Interviewing Skills" is final for third year students on 3rd November between 10.50 -11.45 am.

Thanks and Regards

Reena

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Shweta Jha, Ph. D.

Associate Professor

Apeejay School of Management,

New Delhi

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Apeejay School of Management,

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