

ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN

Report On Resume Writing Workshop

Name of the Workshop: Workshop on Resume Writing

Date: - 07th March, 2025

Venue: - Multipurpose Hall

Time: - 2:00 pm to 3:00 pm

No. of Participants: - 13

Coordinator:

Assistant Professor: - Ms. Shaista Shaikh

Objectives:

- To equip participants with the skills and knowledge to craft effective, professional resumes
- To enable the participants to highlight their strengths and improve their chances of securing job opportunities.
- To enable the participants to effectively showcase their qualifications and achievements

Reflection:

The Placement Cell along with the Alumnae Cell of Royal College of Education and Research for Women organized a workshop on Resume Writing on 7th March, 2025. The Workshop began by introducing and welcoming the Alumna, Ms. VedikaAer, who was invited as the Resource Person for the workshop. The workshop proved to be an incredibly informative and insightful experience. Ms. Vedika focused on the key components of preparing a professional and well-crafted resume, providing valuable guidance on how to make it not only visually appealing but also qualitative and impactful.

During the session, Ms. Vedika elaborated on the common mistakes people often make when creating resumes, offering practical tips to avoid them. She delved into the significance of including specific elements, such as soft skills, career objectives, and academic projects, which are crucial in presenting a comprehensive and well-rounded profile. Her detailed explanation gave the participants a deeper understanding of what makes a resume stand out in a competitive job market.

Additionally, Ms. Vedika discussed the importance of crafting an effective cover letter, which complements the resume and enhances one's overall application. To further reinforce the concepts, she shared her personal resume sample, which provided us with a concrete example of how to structure and present the information effectively.

The session concluded with an interactive Q&A, where participants had the opportunity to clarify doubts and gain further insights into the resume-building process. This workshop was incredibly beneficial, as it addressed the critical aspects of resume and cover letter preparation. It was a much-needed session that equipped us with the essential tools and knowledge for creating professional, high-quality resumes that will undoubtedly help us in our career endeavors.

Feedback of the students

Shifa: It was very impactful.

Roshni: Workshop was very useful, we learned so many new things which will be definitely helpful for us

Riya: The workshop was helpful as it provided us with practical knowledge about Resume writing and how to avoid making mistakes on the resume.

A few Glimpses:



MS. Vedika Aer while explaining key components of resume



Welcome photo

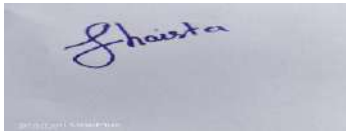


MS. Vedika Aer while explaining key structured resume for fresher



Q&A Session

Coordinator:



Asst. Prof. Shaista Shaikh



PRINCIPAL
ROYAL COLLEGE OF EDUCATION AND RESEARCH FOR WOMEN
Royal College Campus, Penkar Pada,
Mira Road (E), Dist. Thane-401 107.

Dr. Judy Grace Andrews