

WORKSHOP ON RESUME WRITING & FACING THE INTERVIEW

Resume Writing

You will learn

- What a resume is and what purpose it serves
- Understand the Sections of the Resume
- To write a good resume
- To present yourself in the best possible light through the resume
- To highlight your core skills and soft skills
- What to include in the resume
- How to format the resume to make it visually pleasant

Facing the Interview

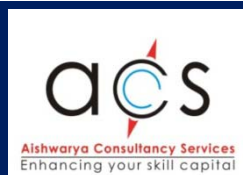
You will learn

- What is an Interview, why is it necessary
- What the Companies are looking for in candidates
- How to prepare for the Interview
- Frequently asked Questions
- How to deal with the anxiety of facing the Interview
- How to present yourself on the day of the Interview
- Dressing & Grooming for the Interview
- The correct body language
- The Do's and Donts' of facing the Interview

Sat., 31 OCT 2015

8.30 am to 5.30 pm

Training room, 100 NCL Innovation Park



Open to all – Hurry !!
Limited seats: 25

Special Combo offer @

~~Rs 1500/-~~

900/-



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