Maharaja Surajmal Institute of Technology, New Delhi-110058

Department of Information Technology

Webinar Report

Topic Name	CV Writing
Type of Activity Seminar/Webinar/Workshop	Webinar
Name of the Expert	Mr. Amit Podder
Mode, Date and Time	Online, 25th Oct. 2024, 10 AM–11 PM
Target Audience	IT 7th Semester
Organized by	Mr Parveen Kumar, Ms. Meena Siwach
Attended Participants	100/122 (82%)

The webinar on "Resume Writing" was designed to help attendees understand the fundamentals of creating a compelling resume. In today's competitive job market, an effective resume is crucial for standing out among other applicants. The session covered key aspects of resume building, provided practical tips, and included interactive Q&A segments. The Resume Writing webinar, organized by **Mr. Parveen Kumar & Ms. Meena Siwach** (Assistant Professors, IT Department) and led by **Mr. Amit Podder, Senior Regional Head T.I.M.E**, aimed to help participants understand the importance of tailoring resumes for specific job applications.

The primary objectives of the webinar were:

- To provide insights on structuring and organizing a resume.
- To help participants understand the importance of tailoring resumes for specific job applications.
- To highlight common mistakes in resume writing and how to avoid them.

Key Topics Covered

- Importance of a Well-Written Resume
- Types of Resumes
- Structuring the Resume
- Writing an Impactful Summary
- Highlighting Work Experience
- Showcasing Skills and Education
- Formatting and Design Tips
- Common Mistakes and How to Avoid Them

Participants expressed positive feedback, appreciating the practical tips and clear examples shared by the speaker. Many found the session insightful and valuable, particularly in understanding how to make their resumes stand out in competitive hiring processes.

Overall, the webinar on effective resume writing equipped participants with essential skills to craft resumes that effectively communicate their qualifications, enhancing their chances of

landing their desired roles. Attendees were reminded of the importance of continuous improvement, customizing resumes for each job application, and regularly updating their resumes as they gain new skills and experiences.

We extend our gratitude to the team of T.I.M.E. and HoD of IT Department, Prof. Prabhjot Kaur for organizing such an insightful and valuable webinar.

Mr. Parveen Kumar   **Ms. Meena Siwach**

Proctor, IT-2 (7th Sem)   Proctor, IT-1 (7th Sem)

Prof. Prabhjot Kaur

HOD, IT Department