



## Center for Career Enhancement (Placement Cell)

### DMIMS (DU)

#### Workshop on Resume Writing

Workshop on Resume Writing A session on 'Resume Writing' was conducted on the 18<sup>th</sup> of June 2022 at the Allied Health Sciences, DMIMS (DU) by the Center for Career Enhancement (Placement Cell). Dr. Roopesh Rao Conducted the session.

Mr. Manish Deshmukh, Dean Allied Health Sciences had arranged the Seminar for the students. The seminar was attended by 25 students from final and Intern of Allied Health Sciences. The purpose of the seminar was to give an idea about the Curriculum Vitae, Resume and formats.

Dr. Roopesh Rao Started the session with simple question of the difference between a resume and curriculum vitae. The answer helped to clarify the doubts of students that whether as a fresher one has to write a resume or a CV. Trainer gave a general guideline on writing a resume which is as follows:





1. Name, address, mobile no., email 2. Objective 3. Education 4. Work experience with responsibilities 5. Skills- Educational and Managerial 6. Achievements 7. Referrals.

The trainer explained the three formats of career summary statement viz. chronological, functional or a combination of both. Mr. Sunny G. Gandhi Carried out the Proceedings.