

# Modern Education Society's Wadia College of Engineering Pune-01

## Department of Computer Engineering

<b>Name of Student:</b>	<b>Class:</b>
<b>Semester/Year:</b>	<b>Roll No:</b>
<b>Date of Performance:</b>	<b>Date of Submission:</b>
<b>Examined By:</b>	<b>Activity No: 6</b>

### **Business Communication Skills**

#### **ACTIVITY NO: 06**

**AIM:** Resume writing- Guide students and instruct them to write resume.

**OBJECTIVES:** To explain to students the importance of writing good resume.

**METHOD:** Students were explained the important information to be highlighted in their resume via a presentation of sample resume's. Guidelines are given to students regarding writing of impressive resumes.

**OUTCOME** – Make students aware of preparing a good resume in order for the resume to be shortlisted for interviews.

**CONCLUSION:** With the help of case studies, the students were able to understand the skills required in writing precise resumes.

#### **QUESTIONS:**

1. What are the key elements to be put in a resume ?
2. Explain the difference between a curriculum vita and a resume?
3. What are the skills to put in a resume?
4. Write a resume for yourself.