



Guru Nanak College of Education and Research

DATE- 18/01/25

Topic : Resume Writing and Facing the Interview

On 18th January 2025, Guru Nanak College of Education and Research organized a workshop on 'Resume Writing and Facing Interviews' for S.Y.B.Ed and S.Y.D.El.Ed students, conducted by Mr. Shreepad Parkhe.

Mr. Parkhe began by explaining the key principles of resume writing: clarity, conciseness, and relevance. He discussed the three essential components of a resume: Information, which includes personal details, qualifications, work experience, and skills; Layout, which involves a clean, professional design that is easy to read; and Language, which requires formal, clear, and error-free language using action verbs.

He shared useful tips for crafting an effective resume, such as limiting it to one or two pages, highlighting achievements, and tailoring it for each job application.

The session also covered interview preparation strategies, divided into two stages. Advanced Preparation involves grooming, research, and understanding key concepts like digital marketing. On-the-Way Preparation focuses on body language and maintaining a confident

Mr. Parkhe outlined five common types of interview questions. Personal questions help understand the candidate's background. Probing questions assess problem-solving abilities. Technical questions evaluate subject knowledge. Stress questions test the candidate's response under pressure. Expectation questions explore career goals and aspirations.

Additionally, he provided insights on appropriate interview attire and professional conduct. The workshop was engaging and informative, with students' actively participating and seeking clarification on resume-related queries.

The session concluded with a vote of thanks, expressing gratitude to Mr. Parkhe for his valuable guidance in preparing students for their professional journeys.



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