

**Sarvajanik Education Society  
S. R. Luthra Institute of Management, Surat**

**Report on Session on “Effective Resume Writing” organized by S. R. Luthra  
Institute of Management, Surat on 18<sup>th</sup> January, 2019**



With the objective to improve quality of Resume of students for Campuses, S. R. Luthra Institute of Management organised session on Effective Resume Writing on 18<sup>th</sup> January, 2019. For the final campus placements, student's first impression that a potential employer will have depend on resume. To capture a potential employer's attention, Effective presentation of resume is essential.

Ms. Esha Pandya, Assistant Professor, S. R. Luthra Institute of Management, Surat addressed to Shift II students and Ms. Drashti Shah, Assistant Professor, S. R. Luthra Institute of Management, Surat addressed shift I students of Semester II for their resume writing. Session was begun by explanation of the difference between Resume and Curriculum Vitae. Ms. Pandya and Shah detailed about how to write Heading, Career Objectives, Educational Background, Projects Undertaken, Awards/ Honors/ Achievements, skills, Personal Details and references while framing resume. Students were made aware about the essential information to be covered in the resume. Do's and Don'ts were also explained while preparing resume. How to link interview and resume was primarily discussed.

At last, few sample of resumes were shown to students which will help them to prepare their own resume. Session ended with question answer by students. Students were instructed to prepare Resume and submit it to Placement Guide to ensure the effectiveness of resume.

**The event was intended for:** Semester 2 (Shift I and II)

**Number of Students Attended:** Shift I – 102    Shift II – 96    Total - 198

**Number of Faculties Attended:** Shift I – 00    Shift II - 00    Total – 00

**Name of Faculties Attended: -**

**Other Participants: -**

**Outcome:** Students understood the content of resume along with how to prepare effective resume for exceedingly the final campus placement.