


REPORT ON ONLINE WORKSHOP ON "HOW TO DRAFT RESUME AND COVER LETTER"

2 DECEMBER 2020




MAHARAJA AGRASEN INSTITUTE
OF MANAGEMENT STUDIES

DEPARTMENT OF LAW
MAIMS TRAINING AND PLACEMENT CELL
ORGANISES

**ONLINE WORKSHOP
ON
HOW TO DRAFT A LEGAL
RESUME AND COVER LETTER**

December 02, 2020
Time : 04:00 - 05:00 P.M.
VIA GOOGLE MEET



RESOURCE PERSON :
Ms. Aashna Jain
-Advocate & Career Coach
-Founder, Career Solutions
-Former Associate, Shardul
Amarchand Mangaldas & Dua
Associates
-Alumnus, NLU Jodhpur

Contact Us - tpolaw@mains.ac.in

REGISTRATION LINK :
<https://forms.gle/PM5Y2K3CWE2A088E>

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Internship and Placement Committee, Department of Law MAIMS, organized an online workshop on 2nd of December, 2020, aimed at honing the resume and cover letter drafting skills of law students. The session was presided over by Dr. Praveen Kumar Gupta, Head, Department of Law. The session began with an introductory address by Ms. Aarushi Agarwal, Assistant Professor, MAIMS. Ms Aashna Jain, Advocate and career coach, former associate of Shardul Amarchand Mangaldas and Dua Associates was the resource person of the workshop.

The workshop witnessed over 143 registrations and was attended by over 100 students of BALLB. The workshop was coordinated by Ms. Aarushi Agarwal, Faculty Convener, Internship and Placement Committee, Department of Law and Associate TPO, MAIMS with the assistance of the student members of the organizing committee namely Ms. Deeksha Chugh, Ms. Bhavika Kohli, Ms. Kanika Kapoor, Ms. Neha Gururani, Ms. Apurva Bhutani, Ms. Shourya Nandwani, Ms. Shruti Bansal, Ms. Anshita Khandelwal, Ms. Sonakshi Chaurvedi and Mr. Anurag Singh. During the workshop Ms. Aashna Jain elaborated upon the need and importance of drafting a coherent resume in order to compete with the best. She discussed about the groundwork that one needs to do before drafting the resume including study on the requirements of the recruiter, information about the organization one is applying in, and checking the skill set required. It emphatically mentioned about the need for updating resume and cautioned

about the do's and don't's of drafting a resume. The session was conducted with aid of impressive and exhaustive presentations. Towards the end Ms. Aashna answered various questions collected from the audience members. All the questions were duly addressed by the speaker and the workshop indeed was an enriching experience for the students.