

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 <u>www.maims.ac.in</u>

ONLINE WORKSHOP ON DRAFTING LEGAL RESUME AND COVER LETTER December 2, 2020

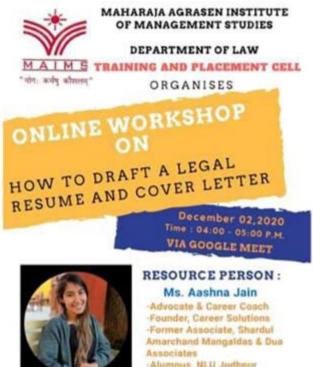
Internship and Placement Committee, Department of Law MAIMS, organized an online workshop on 2nd of December, 2020,aimed at honing the resume and cover letter drafting skills of law students. The session was presided over by Dr. Praveen Kumar Gupta, Head, Department of Law. The session began with an 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 worshop 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 complete 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 dont's of drafting a resume. The session was conducted with aid of impressive and exhaustive presentations. Towards the end Ms. Aashna answered various question collected from the audience members. All the questions were duty addressed by the speaker and the workshop indeed was an enriching experience for the students.

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES



(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 www.maims.ac.in



Alumnus, NLU Jodhpur

the same last Anorg Steph Deut Santer Ganta Kapper Diserts Nardware UTITE.://DRMR.GLA/PHILTELCWIADES

REGISTRATION LINK: