



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES
A Unit of Maharaja Agrasen Technical Education Society
Affiliated to GGS IP University; Recognized u/s 2(f) of UGC
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TRAINING AND PLACEMENT CELL
RESUME BUILDING WORKSHOP
MARCH 28, 2023

The Training and Placement Unit of the Maharaja Agrasen Institute of Management Studies hosted a workshop on resume building on March 28, 2023. Mr. Taranjot Singh Gulati, the honored guest, and CEO of the Sachkhand Foundation Charitable Trust as well as the Managing Partner of G & S Hospitality, opened the event by discussing the value of resume building. He introduced the event by outlining the basic structure of a resume and emphasizing how it will give the students an advantage over others.

He underlined the importance of the Position of Responsibilities section on a resume, which frequently emphasizes leadership qualities in a range of industries. He provided some advice on producing resumes, including how to use the right style, include bullet points and bold text, and keep a LinkedIn account updated. Moreover, keeping a fresher's resume to one page is advised. Afterward, he discussed how a cover letter might improve a resume as well as the distinctions between a resume and one. A cover letter is a document that outlines the applicant's qualifications for the post in two to three paragraphs.

Mr. Gulati showed the students some samples of resumes and cover letters as he wrapped up the workshop. He gave them a more thorough perspective by sharing his resume and talking about his career path. He concluded by expressing his token of thanks to the convener of the program, Ms. Shifali Ahuja, and The Head Of the Department, Prof. (Dr.) Vinita Gupta while wishing participants the best wishes for future success.



