



Maharaja Agrasen Institute of Management Studies
(A unit of Maharaja Agrasen Technical Education Society)
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Date: 10 October, 2024

Workshop on CV Building and Tips for Interview

Academic Year: 2024-25

Name of Event: Workshop on CV Building and Tips for Interview

Organizing Unit: Internship and Placement Committee, Department of Law, Maharaja Agrasen Institute of Management Studies, GGSIPU, Delhi.

Name and designation of the resource person: Adv. Aarzu Khattar, ADR Professional

Date of the Event: 10 October, 2024

Time of the Event: 12:00 PM – 01: 00 PM

Location: MAIMS Campus

Number of students participated: 75

The Department of Law, Maharaja Agrasen Institute of Management Studies, GGSIP University, under the aegis of the Internship & Placement Committee, organized a workshop titled "CV Building and Tips for Interview" on 10th October 2024. The workshop began with a warm welcome by Ms. Palak Kumari, setting the tone for an engaging and informative session. The guest speaker for the event, Adv. Aarzu Khattar, a renowned ADR Professional, shared her expertise in CV building and interview preparation, offering invaluable insights tailored to the needs of budding law professionals.

As a gesture of appreciation, Adv. Aarzu Khattar was facilitated by Dr. Praveen Kumar Gupta, Head of the Department of Law at MAIMS, who presented her with a memento and a sapling, symbolizing growth and knowledge.

The session kicked off with a discussion on the importance of presenting a well-structured CV. The speaker emphasized the relevance of highlighting key achievements, internships, and skills in alignment with the job or internship role being sought. Students were also guided on avoiding common mistakes, such as cluttered formats, irrelevant details, and grammatical errors. A practical demonstration on CV structuring followed, where real-life examples were used to show how impactful resumes can be crafted. Students gained insights into customizing their CVs to reflect their unique strengths and professional aspirations.

Moving on to interview preparation, the workshop covered a wide range of topics, including body language, confidence building, and answering scenario-based questions effectively. The speaker used real-life scenarios to explain how to handle challenging interview situations, ensuring students felt confident and prepared for their interactions with recruiters. An interactive session allowed participants to present their CVs for review. Personalized feedback was provided, enabling students to identify and rectify areas of improvement. This hands-on activity significantly enhanced the practical value of the workshop.

The session concluded with a lively discussion segment, where students sought clarity on aspects such as presenting legal internships effectively, emphasizing extracurricular activities, and addressing gaps in academic records during interviews. The workshop wrapped up with students receiving handouts on CV formatting and interview preparation tips as takeaways.

