

**GHG HARPARKASH COLLEGE OF EDUCATION FOR WOMEN,**  
**SIDHWAN KHURD, LUDHIANA**

**Report on Workshop on Interview Skills and Resume Writing**  
**2023-24**

A workshop on Interview Skills and Resume Writing was organized by Placement Cell of the college on 4<sup>th</sup> April, 2024. In present times, a good resume increases the chances of being placed in good educational institutions with a good salary. With this in mind a one day workshop was conducted by Coordinators of Placement Cell Dr. Gurwinder Singh, Mrs. Manpreet Kaur and Dr. Geeta Kundi , on 'Resume building and Interview Skills' for the passing out B.Ed., M.Ed. and PG Diploma in Guidance and Counselling students.

The programme was inaugurated in the presence of Dr. Amandeep Kaur, Principal of the college, staff members and students of the college. Dr. Gurwinder Singh, coordinator of Placement Cell, welcomed everyone and motivated the students to participate in the workshop with full enthusiasm and encouraged them to avail this opportunity in grooming themselves for future placements. Dr. Amandeep Kaur, Principal of the College, was the resource person of morning session on "Interview Skills". She emphasized the importance of a well-crafted resume in the job application process. She provided students with tips on how to present their skills, experience, and education in a clear and concise manner, and discussed the common mistakes that should be avoided when creating a resume.

Students also received guidance on how to prepare for job interviews, including tips on how to answer common interview questions and how to make a positive first impression. Further, she discussed the importance of researching the company and the role beforehand, as well as the importance of dressing appropriately and maintaining good body language during the interview.

In the evening session, Dr. Geeta Kundi, Coordinator of Placement Cell was the resource person. She guided the students with ways to build an impressive and opportunity grabbing resume. She claimed that an effective resume can act as the first interaction between the job seekers and the employer. Further she added that a good resume not only helps to get an interview opportunity

but it also increases the chances of getting selected for a job. She explained the importance of a good resume and what formats can be used while sending the resume via email, post, in personal and other modes.

During the sessions, she highlighted different areas of a resume that one should keep in mind. While elaborating, she advised the resume should be a true depiction of oneself. One should always take care of format, chronology, grammatical errors, typo errors, alignment, background, font style and size in his/her resume. She provided additional tips for writing academic and professional achievements, educational qualifications, contact details, references, photograph, personal details and other aspects of an impactful resume.

In addition to the lectures, hands on training session on resume writing was taken by Dr. Gurwinder Singh, Coordinator of Placement Cell. Students also developed their own resume and received constructive feedback. In conclusion, the workshops on resume building and interview skills, conducted by Placement cell of the college, provided valuable insights and guidance for students to prepare for job applications. At the end, vote of thanks was given by Mrs. Manpreet Kaur, Coordinator of Placement Cell.





### Placement Cell Coordinators

Dr. Gurwinder Singh

Mrs. Manpreet Kaur

Dr. Geeta Kundi

*Gurwinder Singh*  
*Manpreet Kaur*  
*Geeta Kundi*

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