

Effective Resume Writing

Syllabus

Improve communication skill and learn techniques of communication to understand each other in a better way.

After completing the session, the learners will be able to:

- Know the difference between CV and Resume
- Write a proper career objective
- Write job experience which can be measurable
- Write an effective and attractive resume

Modules		Takeaways	Key Exercise
Module 1	Difference between CV and Resume	<ul style="list-style-type: none"> • Difference between CV and resume • Choosing the right template • Selecting the right picture 	<ul style="list-style-type: none"> • Demonstration • Lecture • Practice
Module 2	Writing an Effective Resume	<ul style="list-style-type: none"> • How to write career objectives • How to insert key words 	<ul style="list-style-type: none"> • Demonstration • Lecture • Practice

N.B. Probable Cause Motivational Activities from Veritas Academy End:

1. Veritas Academy will ensure few token gifts (keyset, mug, pen) among the course participants and during session wise performance the respective course instructor or course facilitator will ensure the distribution.
2. Best course performer of the topic wise course participant rewards and full course best performer reward also be considered by the academy. (If any)
3. During each session quality candy, nut like light food item also be ensured by the academy for ensuring the full attention of the participants in the class.
4. Course content may be updated or modified based on market/ participants demand.