



**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY**  
**Department of Management ( MBA)**

*Under the Aegis of IQAC*  
**Presents**  
**Online Course on ‘Professional & Smart CV writing’**

**Report on**  
**Online Course on Professional & Smart CV Writing**

**Course Name-** Professional and Smart CV writing

**Course Duration-** 1.5 Hours

**Date –** 9<sup>th</sup> June, 2021

**Course Presenter-** Dr. Anju Bharti

**Presenter Designation & Affiliation-** Assistant Professor, Department of Management, MBA, Maharaja Agrasen Institute of Technology, GGSIPU, Delhi.

**Summary**

The online course on ‘Professional and Smart CV writing’ was organized on 9<sup>th</sup> June’2021 by **Dr. Anju Bharti**, Assistant Professor, Department of Management, MBA, MAIT. It was attended by 86 MBA students, First year (Batch 20-22) and faculty coordinators, Mr. Rajiv Jain, Assistant Professor, MBA, MAIT and Dr. Sukhvinder Singh, Assistant Professor, MBA, MAIT.

The main purpose was to make students understand as to how they should present themselves on their CV, how to prioritize their skills according to requirement of the hiring industry and win interview. All students enthusiastically participated in this online course. Their query was answered at the end of the programme.

## **Course Overview**

This exclusive training program explored learning to design a **CV** to summarise all academic, professional and personal (where relevant) achievements in order to entice or interest a hiring manager when applying for a new job opportunity.

## **Course Objective**

On successful completion of the course, participants were able:

1. To be able to present a short, targeted statement that clearly outlines student's career direction.
2. To position oneself to fit what the employer is looking for exactly as an employee.
3. To carefully research and tailor to fit the job a student is applying for.

## **Course Outline**

The contents of this session was designed to support the course objectives. It is the need of the hour that how a student almost with no experience will make his/her CV quite impactful to draw attention of the employers. The following focus areas were included in this course:

1. **To Identify your most impressive qualities**
2. **To Open with a personal statement**
3. **To List skills rather than roles**
4. **To not to forget to add "obvious" skills**
5. **To Treat your extra-curricular activities like jobs**
6. **To Play up your degree**
7. **To Add some personality to CV**

## Methodology

- Writing Skills
- Practical & Interactive sessions
- Q & A sessions

## Course Outcome

At the end of this course the participants will be able to understand that how a **CV** should highlight the skills, personal qualities, qualifications, interests, and experience that a potential employer is looking for. Also, they will be able to create and draft their own **CV**.

## Course Deliverables

Handouts/Slides

E-Certificate



Workshop on Professional & Smart CV writing

17:31

Participants

Invite someone or dial a number

Share invite

Proxies (1)

Attendees (47)

Make all

22 photos

8 / 22

77%

A short Guide for writing a Curriculum Vitae

- Only write in your **CV** the relevant information that you think the interviewer, or to whomever you plan to send it, needs.
- Marketing Material
- Sell you
- Keep your sentences clear and concise.
- Keep your **CV** professional.
- Be sure to make your **CV** persuasive enough.
- Win Interview

Attendees (54)

SHIVAM NARULA

SIDDHARTH GABA

SOURMYA AGGARWAL

SOURABH RAWAT

SURVINDER SINGH

TANIMAY TIWARI

Tanu

TANYA GOEL

TANYA SAXENA

TARUN BISHT

VISHRUTI CHAUDHARY

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