



## B.V. Patel Institute of Management, Uka Tarsadia University



Date: 06/08/2019

### Report of “Session on Resume Writing”

Training and Placement Cell of B. V. Patel Institute of Management organised session on “Resume Writing” for third year students of BBA. Dr. Taral Patel, internal faculty was the resource person.

In his session he covered many points like structure of resume, points need to be considered for making attractive resume, ways to highlight one’s strengths and achievements, how to mention referencing and most important things need to be avoided while preparing resume. At the end of the session students were asked to submit their own resume a very next day in the given structure. Whole session was very informative and useful for final year students as many of them have to give their resume for further study or job interview.

