



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



Date: 24/2/2021

Expert Session on “Write Effective Resume?”

The special session organized for the TY BBA students on “Write Effective Resume” On 24th February, 2021. In this session students was learn basic tips for effective resume. This session carried various aspect of resume writing such as necessary information require for good resume, objective of resume , make it simple and businesslike and what should be avoid while writing resume. Students were prepared his or her computerize resume during this session. The session focused on the following.

1. Characteristics of a Good CV
2. The aim of CV
3. Ways to keep the CV simple
4. Ways to make the CV look impressive
5. Things to avoid while writing CV
6. Checklist

A standard format of resume was provided to the participants for reference. After attending this session students aware about significance of resume and how to make it effective for related job profile. The session expert is assistant Professor Dr.Taral Patel and Mr. Nisarg Shah.

