

REPORT
ON
Training on Resume Building
as part of Employability Skills course

Date: 05.06.2025	Venue: Seminar Hall
	Conducted By : Center For Career Development Resource Person: Mr. Santhosh Kumar, soft skill Trainer & Talent Management Expert , Director-Corporate Relations(AIMS, Bangalore)
Overview: As part of the career readiness and employability enhancement initiatives for MBA students (Batch 2024–26), a Resume Building workshop was conducted by Mr. Santhosh Kumar , an experienced Soft Skill Trainer, Talent Management Expert, and Director – Corporate Relations at AIMS, Bangalore. The session focused on equipping students with practical skills in preparing effective, professional resumes tailored for corporate placements and career advancement opportunities.	
<u>Objectives :</u> ☒ To guide students in preparing impactful resumes suitable for different industries. ☐ To highlight the importance of presenting academic, professional, and extracurricular achievements effectively. ☐ To provide insights on industry expectations regarding resume formats and content. ☐ To educate students on common mistakes in resume writing and how to avoid them. ☐ To enhance students' employability by aligning resumes with job descriptions. ☐ To encourage students to build resumes that reflect both technical knowledge and soft skills.	
<u>Agenda/Flow of the Event</u> ☐ Introduction to Resume Building – Importance of a professional resume in career success. ☐ Structure & Format – Explanation of different types of resumes (chronological, functional, and hybrid).	

❓ **Content Development** – Writing impactful career objectives, highlighting academic and professional achievements.

- ☐ **Do's and Don'ts** – Common mistakes and how to avoid them.
- ☐ **Industry Insights** – Expectations of recruiters in different sectors.
- ☐ **Practical Exercise** – Students worked on drafting/updating their resumes during the session.
- ☐ **Feedback & Review** – Trainer reviewed selected resumes and provided individual feedback.
- ☐ **Summary & Key Takeaways** – Emphasis on customization of resumes for different job applications.

Learning Highlights:

- ☐ Students gained clarity on how to design professional and customized resumes.
- ☐ Practical insights into recruiter expectations and resume screening processes were shared.
- ☐ Students learned how to present achievements and skills effectively.
- ☐ The workshop boosted student confidence in presenting themselves for interviews and placement opportunities.

Take away of the session :

The session witnessed active participation from students who prepared and reviewed their resumes during the workshop. The interactive approach, with real-time feedback from the trainer, helped students apply concepts immediately. Students reported enhanced understanding of professional resume writing and appreciated the practical tips provided. The session is expected to significantly improve their preparedness for campus placements and career opportunities.

Photo:



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Dr.Purushottam Bung
Professor & Director RVIM

