



**SVB's Saraswathi College of Education & Research**  
*A Journey for Innovation, Creativity & Excellence*



**CAREER CELL OF SVB'S SCER**

*ORGANISES*

# Workshop on Resume Writing

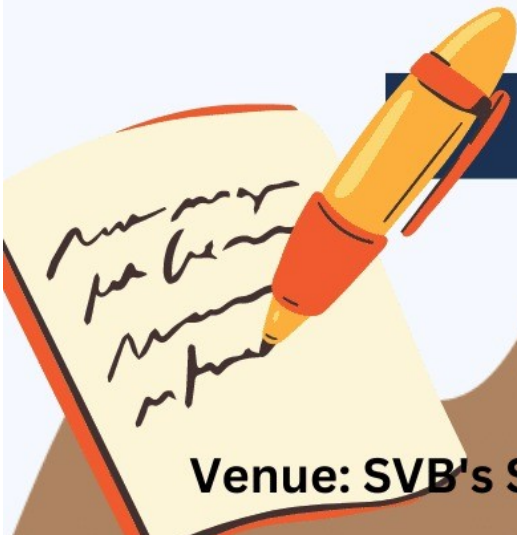


*Let's gear up .....*

**Venue: SVB's Saraswathi B.Ed College, Dombivli**

**Date: 2nd May 2023**

**Time: 11am to 3 pm**





## SVB's Saraswathi College of Education & Research, Dombivli.



### **WORKSHOP ON RESUME WRITING AND FACING INTERVIEWS**

The Career Cell of SVB's SCER embarked on preparing the student teachers of S.Y. B.Ed program with the much needed skill of writing a resume .

As the students venture out to explore the world of teaching with different boards and different requirements in teaching. The first foremost skill that comes to mind is presenting oneself through the resume.

The workshop on Resume Writing and Facing Interviews was organised on the 2<sup>nd</sup> of May 2023 from 11am to 4pm. The resource person for the day was Ms. Rhea Chouhan, a teacher educator, Curriculum developer, and Content writer associated with Apsara International, Pune.

The objectives of the workshop were:

- To acquaint the students with different formats of resume.
- To identify the necessary components essential in a resume.
- To develop the art of preparing a resume.
- To gain insights into the essentials to prepare oneself for the interview.
- To learn how to present oneself at the interview.

The morning session delved on awareness of one's strengths and weaknesses and how to present them as per the components essential in any resume. To highlight areas that attracts the attention of any recruiter in a resume.

The students were divided into groups and made to develop their own resumes and they gained insights into positive and negative traits and learnt which one needs to be highlighted as they discussed and presented their resumes.

The second session post lunch was on how to face interviews. It focussed on areas of preparation for an interview and pointers to be kept in mind when called for an interview. The pre interview preparation was carried out through an activity. The preparation for the interview process was conducted through role play / mock interview, where the students assessed their performances and those of their classmates during the mock interview rounds.

The session was open for questions and feedback. The students thoroughly enjoyed the workshop and gained valuable insights on how to prepare themselves and be job ready. They looked confident and geared up as the workshop came to a close. The workshop ended with a vote of thanks by students, thanking the Ms. Rhea for sparing her valuable time and knowledge with them. They thanked the principal and faculty for organising this much needed workshop.



**SVB's Saraswathi College of Education & Research,  
Dombivli.**



**CAMPUS PLACEMENT DRIVE - 2023**

The Career Cell of SVB's SCER organized the Campus Placement Drive on the 3<sup>rd</sup> of May 2023 on the college campus.

Every year the Career cell would advertise posts vacant in good schools on college notice boards or inform students through WhatsApp groups. The students would visit the schools for their interviews and selection. Since we have many schools of different boards under the aegis of NES – SVB. Many of our students were placed internally. This year various schools of different boards were contacted and some informed us about the requirements through website links. Some institutions approached the institution for placement.

The schools were selected based on their availability of vacant posts as per the methods of our students and the pay package offered. The HR team were asked to brief the students through an orientation about their institution and the curriculum followed and their expectation from the candidates. The S.Y.B.Ed students attended this orientation which was organised online.

The recruiting schools were:

- D Mart Foundation running various government schools in Thane district.
- Dew Drops High, Diva running CBSE and State board schools with LEAD curriculum.
- NES International schools, Dombivli

The Campus Placement was conducted on the college campus in different classes and the F.Y. B.Ed students did the necessary arrangements. The resume of the students were updated and shared with the recruiting schools.

The Campus Placement drive involves the following rounds.

- Preliminary round via face to face interview
- Demonstration round wherein students plan a lesson and give a demo lesson in their institution.
- Final interview with the school management.

Special online mode was also organised for students who could not make it for the preliminary rounds.

The recruiters were pleased with the confidence and capabilities of the students. They were impressed with their presentation during the preliminary rounds. They suggested a few points for improvement which were noted.

Overall the Campus Placement Drive was a fruitful and the students benefit immensely from this exposure.