



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



REPORT ON RESUME ESSENTIALS AND INTERVIEW READINESS WORKSHOP

Date: 31st January, 2024.

The "**Resume Essentials and Interview Readiness**" workshop, conducted by Mr. Sunil Gwalani, a renowned Leadership Trainer and Motivational Coach associated with the Rotary Club, Thane, was held on January 31, 2024. The workshop aimed to equip participants with the necessary skills and knowledge to create effective resumes and prepare for the teaching job interviews successfully.

The workshop commenced with an introduction by Mr. Sunil Gwalani, who emphasized the importance of a well-crafted resume and effective interview skills in today's competitive job market. Participants were encouraged to actively engage in the session and make the most out of the learning opportunity.

Following details are emphasised while telling the importance of a well-structured resume.

- Key components of a resume, including personal details, professional summary, work experience, education, skills, and achievements.
- Formatting and layout tips to enhance the visual appeal of the resume.
- Dos and don'ts of resume writing to create a compelling document that showcases the candidate's strengths and qualifications.

Following details are emphasised while speaking about Interview Readiness:

- Understanding the interview process and different types of interviews.
- Effective preparation strategies, including researching the schools, practicing common interview questions, and developing personalized responses.
- Tips for presenting oneself confidently during the interview, including body language, tone of voice, and dressing professionally.
- Handling challenging interview situations, such as tricky questions or unexpected scenarios, with poise and confidence.

The workshop included interactive sessions where participants had the opportunity to ask questions, share their experiences, and receive personalized feedback from Mr. Sunil Gwalani. Practical exercises, such as resume writing exercises and mock interview sessions, were conducted to provide hands-on learning experiences and enhance participant engagement.

The "Resume Essentials and Interview Readiness" workshop conducted by Mr. Sunil Gwalani at the Rotary Club, Thane, proved to be highly informative and beneficial for all participants. The session equipped attendees with valuable insights and practical tips to strengthen their resumes, refine their interview skills, and increase their chances of success in the job market. We extend our gratitude to Mr. Sunil Gwalani for his insightful guidance and to all the participants for their active participation and enthusiasm throughout the workshop.



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MT 08:26:33 AM Wednesday, 31.01.2024



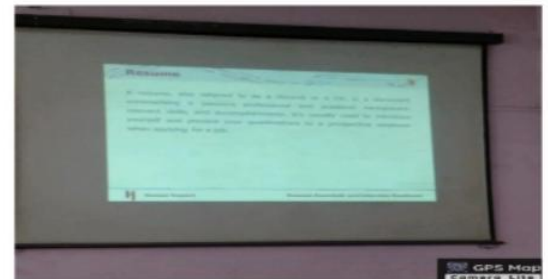
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