Vivekananda Institute of Professional Studies – Technical Campus

An ISO 9001:2015 Certified Institution

Grade A++ Accredited Institution by NAAC

NBA Accredited for MCA Programme

Recognised under Section 2(f) by UGC

(Affiliated to GGSIPU, Delhi, Recognised by Bar Council of India and AICTE)

Event Report

1. **Name of the Organizing Department:** Placement and Guidance Cell, VSE
2. **Type of Activity/Event:** Workshop on resume building and writing
3. **Title of Activity/Event:** Resume Building and Writing Session
4. **Date:** 13 October, 2026
5. **Venue:** Conference Room, B block
6. **Name of the Guest(s)/Speaker(s):** Ms. Asmita Amrit
7. **Faculty co-ordinator(s):** Dr. Divya Sharma, Dr. Shruti Aggarwal
8. **Placement & Training Officer:** Ms. Vijayta Peters
9. **Student co-ordinator(s):** Bhavya Khandelwal

Event Flyer:



Report of the Event:

A workshop on "Resume Building and Writing Session" was organised by the Placement and Guidance Cell of Vivekananda School of Economics, VIPS-TC, under the guidance of Dr. Divya Sharma (Convener), Ms. Sakshi Bhayana (Co-Convener), Ms. Khushboo Garg (Co-Convener), Dr. Shruti Aggarwal (Co-Convener) and Ms. Vijayta Peters (Training & Placement Officer). The workshop was conducted by Ms. Asmita Amrit, Subject Matter Expert in Career Documents on LinkedIn. The session focused on the importance of a well-prepared resume and its role in creating a first impression on recruiters. It highlighted how a resume helps present an individual's skills, achievements and potential while improving their chances of getting shortlisted for interviews. The speaker explained the key steps involved in preparing an effective resume. Students were advised to use a simple and clean format, preferably keeping the resume to one page. The important sections discussed included contact details, profile summary, skills, education, certifications, internships, academic projects and extracurricular activities. The session also emphasised the importance of personal branding through a clear summary that highlights an individual's strengths, career interests and relevant achievements.

Another important aspect of the session was the Applicant Tracking System (ATS), which is used by companies to scan and filter resumes based on keywords, formatting and relevance. Students were advised to use standard headings, include keywords related to the job description and customise their resumes for different applications. The speaker also discussed common mistakes to avoid, such as grammatical errors, irrelevant information, inconsistent formatting and unprofessional email addresses. Proofreading and maintaining a professional presentation were highlighted as essential steps. The session further covered the importance of including relevant technical and soft skills, certifications, internships and practical experience. Students were encouraged to explore academic projects and extracurricular activities to demonstrate their abilities.

Various career opportunities related to economics and research, including roles such as Economics Research Assistant, Market Research Assistant, Business Analyst and Risk Analyst, were also discussed. The importance of developing industry-relevant skills, gaining practical experience, continuously learning and maintaining an updated LinkedIn profile was emphasised. Overall, the session provided students with useful guidance on preparing a clear, relevant and professional resume to improve their career opportunities.

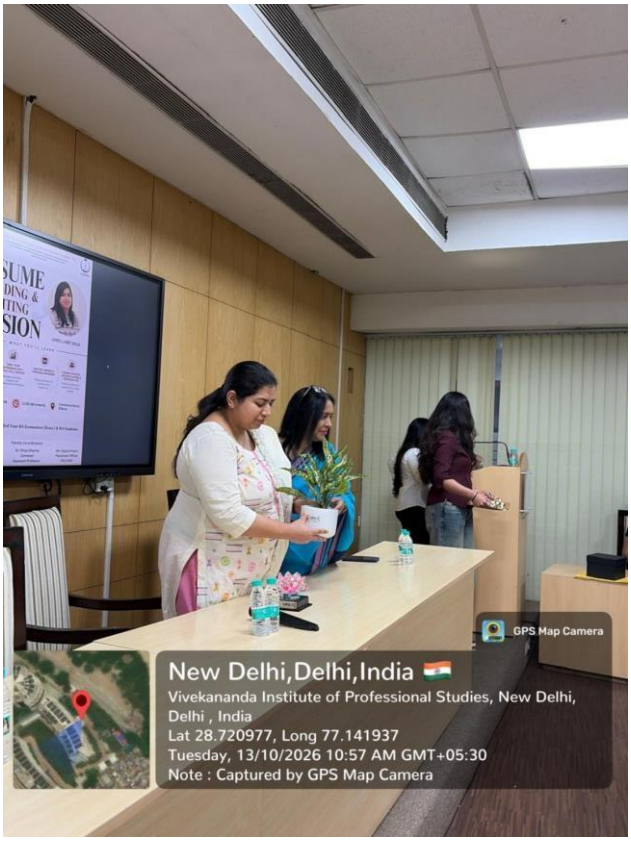
Outcomes:

- Explained the importance of a well-structured resume in the recruitment process.
- Introduced students to resume formatting and Applicant Tracking Systems (ATS).
- Highlighted the importance of relevant skills, certifications, internships and projects.
- Created awareness about common resume-writing mistakes and professional presentation.
- Helped students understand career opportunities and the importance of continuous skill development.

Pictures:



Picture 1: Explaining Resume Building

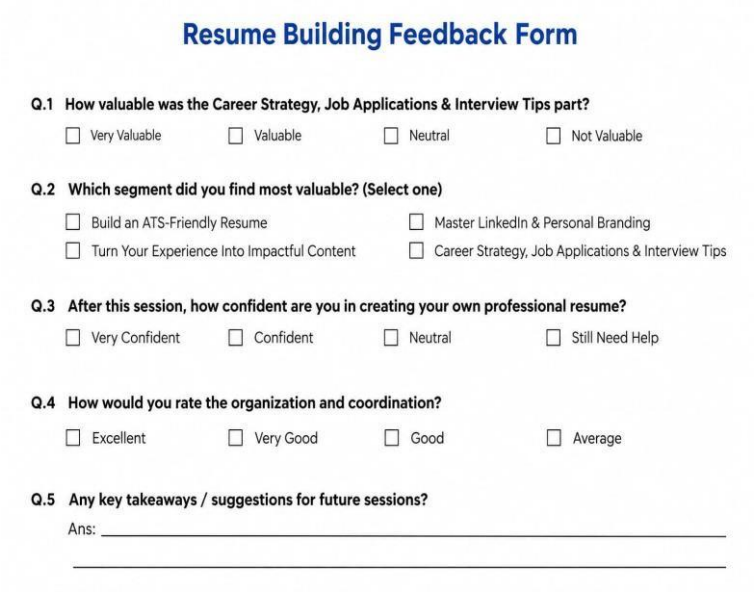


Picture 2: Felicitation of the Speaker



Picture 3: Group Photograph

Feedback Form:



Resume Building Feedback Form

Q.1 How valuable was the Career Strategy, Job Applications & Interview Tips part?

☐ Very Valuable ☐ Valuable ☐ Neutral ☐ Not Valuable

Q.2 Which segment did you find most valuable? (Select one)

☐ Build an ATS-Friendly Resume ☐ Master LinkedIn & Personal Branding

☐ Turn Your Experience Into Impactful Content ☐ Career Strategy, Job Applications & Interview Tips

Q.3 After this session, how confident are you in creating your own professional resume?

☐ Very Confident ☐ Confident ☐ Neutral ☐ Still Need Help

Q.4 How would you rate the organization and coordination?

☐ Excellent ☐ Very Good ☐ Good ☐ Average

Q.5 Any key takeaways / suggestions for future sessions?

Ans: _____

_____

Screenshot 1: Unfilled Feedback Form

Analysis of Feedback:

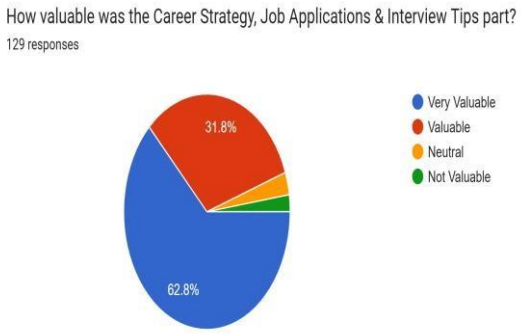


Figure 1: Pie Chart of Seminar's Feedback

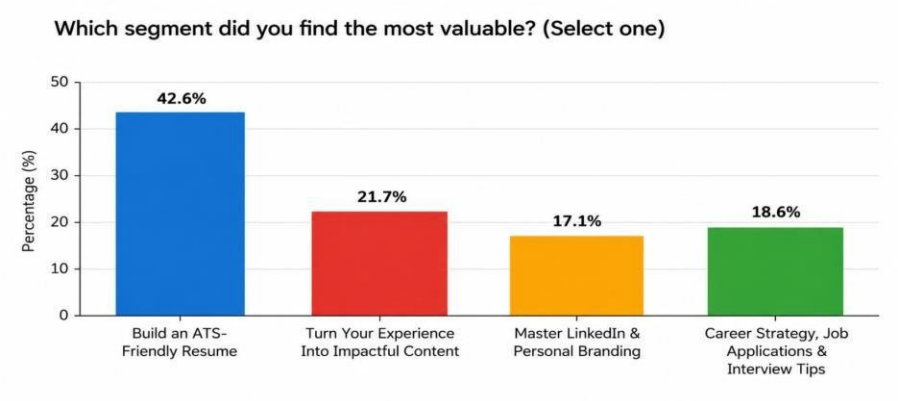


Figure 2: Ratings of segments found most Valuable

Dr. Divya Sharma

Convener, Placement & Guidance Cell