



ARMY INSTITUTE OF EDUCATION

NAAC ACCREDITED & ISO 9001:2015 CERTIFIED INSTITUTE

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WORKSHOP ON RESUME WRITING

The Training and Placement Cell (TPC) of Army Institute of Education, Greater Noida organized a Workshop on **Resume Writing** on 11th Oct 2019. The resource person for the same was Ms. Rashmi Agrawal, a renowned Corporate trainer, Interview panelist, lecturer and a CV consultant with varied years of experience to her credit in diverse fields .She was welcomed and felicitated by Dr. Tania Gupta, Principal AIE .

She emphasised on the importance of 'Resume writing ' and also stressed upon how this piece of document which sums up our entire efforts must be written .She also suggested that the chronology of experience and qualifications , language used and the length of the resume all are very important ingredients in a Resume. She said that our Resume is the knowledge base which helps in discriminating best from the rest.

She was emphatic about the content that we must write in our Curriculum Vitae as it is a reflection of our persona and the interviewer across the table is able to gauge the document very effectively. This is the first round of elimination .The interview is the next stage which needs to be passed well. Here 93% is Non -Verbal communication and the rest 7%is Verbal. The content is available in abundance ,but the profession that we teachers have chosen needs candidates with more humane qualities .These are the intangible qualities and are needed primarily.

The communication skills find top most mention coupled with team building. In today's time, where we all are struggling to find a foot hold, only qualities like being motivated, ability to take initiatives, organizational skills and adaptability are a must . Leadership quality must not sound like a dictate but as a team leader we must be able to influence our peers to work for a common goal.

She also discussed that the Resume should be in sync with the Institution's ideologies, which means that the necessary skill sets must be there in us or can be sharpened. She felt and explained the importance of having hobbies as a part of the CV as it brings out our innate qualities and are an asset in the growth of an Institution. She also cited examples like 'power of association' which helps in remembering certain words, concepts, use of mnemonics etc which facilitate retention for a longer duration.

She elaborated the fact that merely sitting for the interview doesn't matter but it's the conversion rate that makes **the difference**.

Ms. Rashmi Agrawal also fielded the queries very patiently posed by the student-teachers who were apprehensive about writing their Resume. She gave a handout wherein they were asked to draft a CV as per the set parameters. This served both as an exercise and a practise drill that put to rest their allayed fears of drafting a CV. She also encouraged the house to ask questions if any.

A faculty member asked:

1.Since every school has a different requirement and a niche market, what is it that the aspirant must bear in mind.

2.With each passing generation , we are looking for quick fixtures but this noble profession of teaching needs people who are empathetic, patient ,receptive and compassionate. How can this be inculcated ?

She summed up the answers to the above by concluding that this only can happen if there is a will to learn and unlearn simultaneously. This also comes with experience but we must never have a relaxed attitude. We all must be willing to LEARN.

The workshop was indeed a great learning opportunity for the house gathered and gave an insight on the art of resume writing. The student-teachers of B.Ed.batch 2018-20 found the session very interactive. Ms. Pratibha Garg ,Convener TPC extended a vote o thanks to Ms. Rashmi Agarwal for the insightful session.



Resource person, Ms Rashmi Agarwal conducting the Workshop.



Ms Agarwal interacting with the student- teachers