



REPORT

Theme	‘Workshop on CV Writing’
Date of Workshop	9 th November, 2022
Venue	Seminar Hall- C Block
Beneficiaries	BBA & B. Com Students
No. of Beneficiaries	231
Objective	<ul style="list-style-type: none">• To fully understand the purpose of a CV and what different types of employers want from it.• To enable participants to critically view their own CVs and to take on constructive feedback.• To highlight your skills adequately.
Overview	Department of Management, MIMT has organised a one day workshop on CV writing for the students of BBA and B.Com on 9 th November, 2022. The trainer discussed about the significance of CV writing, Difference between Resume & CV and the formatting of CVs. He informed about different Do’s and Don’ts in CV construction. The session was highly interactive. A proper doubt clearing session was taken by the instructor and all the doubts of students cleared easily. The students noted all the important highlights require to draft CV. A demonstration session was taken by the instructor in which all the key points were discussed for drafting CVs. Students enthusiastically participated in the workshop and take away key notes from the session.
Outcomes	<ul style="list-style-type: none">• The students understood about the importance of CV drafting.• The students can draft their CVs online & offline.• The student can update their CV by adopting necessary writing skills.