

**KAKARAPARTI BHAVANARAYANA COLLEGE
(AUTONOMOUS)**

(Sponsored by S.K.P.V.V. Hindu High Schools' Committee)
Kothapeta, Vijayawada -1

ISO: 9001-2008

NAAC "A" Grade

DEPARTMENT OF COMPUTER SCIENCE



CAREER ORIENTATION /

CAREER GUIDANCE PROGRAM

ACADEMIC YEAR: 2018-2019

Career Orientation Programme On

RESUME PLANNING

By

S.VASU, Dept. of Computer Science

13th August 2018

The Department of Computer Science and Applications organized a Career Orientation Programme on 13th August 2018 on “RESUME PLANNING” by Mr. S. VASU was conducted to III Data Science (DS) students.

It was organized to provide students with essential guidance on the art of resume planning and enhancement. During the Career Orientation Programme, Mr. Vasu covered various critical aspects of resume planning, including structuring, content organization, and the importance of tailoring resumes to specific job opportunities. He highlighted the use of impactful action verbs to underscore accomplishments and skills effectively. Furthermore, Mr. S. Vasu shed light on the significance of composing compelling cover letters to accompany resumes.

Some of the key benefits students gained from this program

- a) **Enhanced Resume Crafting Skills:** The program delved into various critical aspects of resume planning, instructing students on structuring, content organization, and the importance of tailoring resumes to specific job opportunities. With this knowledge, students learned how to present their qualifications and experiences more effectively.
- b) **Actionable Tips for Resume Improvement:** It emphasized the use of impactful action verbs to underscore accomplishments and skills, enabling students to create resumes that stand out to potential employers. This attention to detail was a game-changer for the students in the competitive job market.
- c) **Cover Letter Expertise:** The session shed light on the significance of composing compelling cover letters to accompany resumes. Students learned how to articulate their

motivation and suitability for the job, a skill that would prove invaluable in their job applications.

- d) **Interactive Learning:** The program encouraged active participation from students. They engaged in fruitful discussions, asked questions, and shared their experiences, fostering a deeper understanding of best practices in resume planning. This interactive approach made the learning experience engaging and practical.
- e) **Competitive Edge in the Job Market:** The Career Orientation Programme equipped students with the tools and knowledge to create impactful resumes, giving them a significant advantage in the competitive job market. With their newly acquired skills, students were better prepared to secure exciting career opportunities.
- f) **Communication:** Award-winning customer service skills. Deals with internal and external customers at all levels via telephone and email to ensure successful communication through active listening and thoughtful questions.
- g) **Problem Solving:** Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions and efficiencies, all with a high level of quality.
- h) **Team Player:** Enjoys sharing knowledge and encouraging the development of others to achieve specific team goals.
- i) **Planning and Organizing:** Refined planning and organizational skills that balance work, team support, and ad-hoc responsibilities in a timely and professional manner.
- j) **Systems Knowledge:** Peoplesoft and Oracle. Experience in preparing and analyzing reporting data for management accurately and to timescales.

The Resource Person is S. Vasu, Dept. of Computer Science. He addressed the students on “Resume Planning”.

