



**SADHU VASWANI MISSION'S**  
**St. Mira's College for Girls, Pune**  
**Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Reaccredited by NAAC- A Grade, cycle 3**  
**[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA, BBA (CA)]**  
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**PU/PN/AC/015/ (1962)**  
**College Code: - 013**

**Circular No: - G15/1QAC/2020-21/61**

**Date:-24.02.2021**

**CIRCULAR**

On 8<sup>th</sup> March 2021 a Webinar Guest titled Resume Writing Skills is to be organized by Department of Business Studies from 10.00am to 11.00am via Google meet Interface platform.

*Jyoti Chintan*

[Mrs. Jyoti Chintan]

Coordinator

*G. H. Gidwani*

**Dr. Gulshan H. Gidwani**

**Principal**



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## REPORT

### RESUME WRITING SKILLS GUEST LECTURE – 2020-2021

**Organiser: Mrs. Jyoti Chintan**

**Class: Sy BCom Business Communication**

**Speaker: Mr. Thomas Kuriakose**

Business Studies Department had organized a Guest lecture on the subject – “Resume Writing Skills” for SY B Com Business Communication students on 08<sup>th</sup> March 2021 on Google meet. There were 98 students who attended the program.

Mr. Thomas Kuriakose, Corporate Trainer and Consultant enlightened the students with the skills of writing a Resume.

He spoke about difference between CV and Resume, Types of writing a resume and AIDA theory to be applied for drafting a resume

Lecture was very interactive and the students answered all the questions posted by the speaker.

*Jyoti Chintan*

(JYOTI CHINTAN)



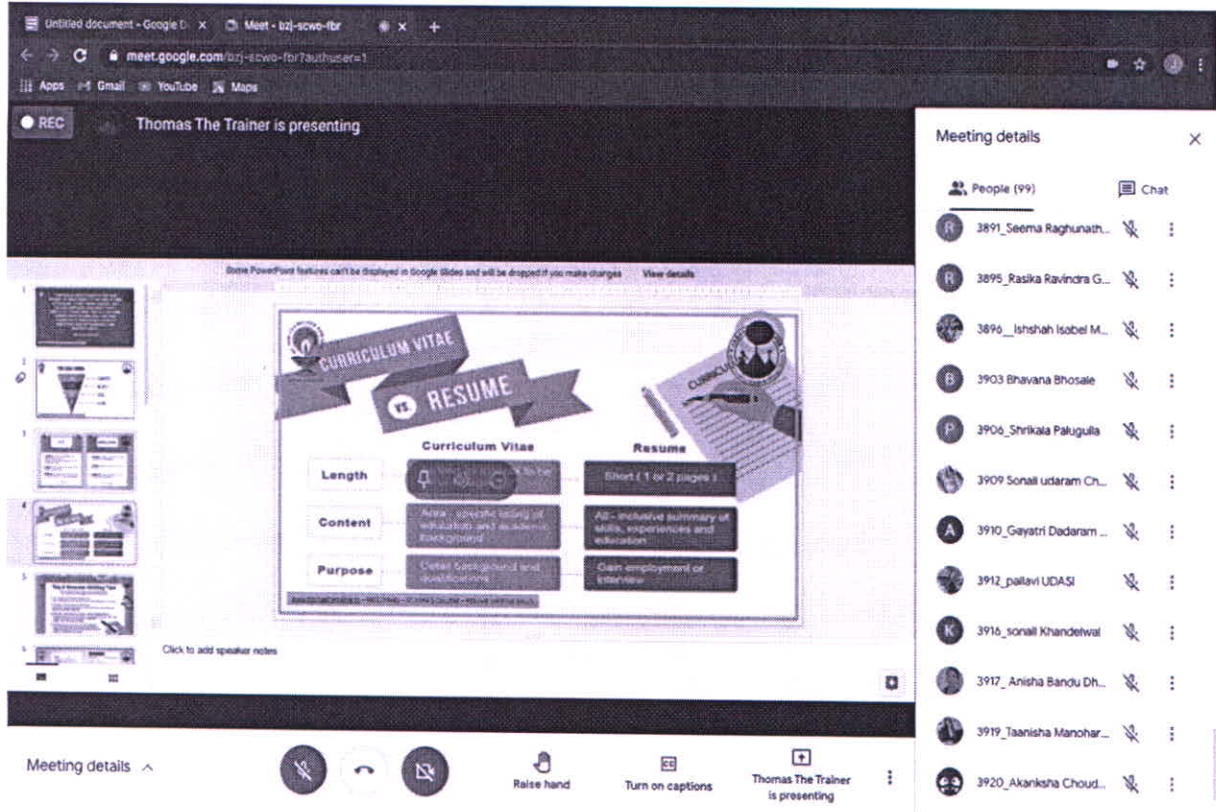
*J. H. Jadhav*

Principal  
St. Mira's College for Girls

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Attendance

Total Participants: 98 students



J. Chitambar

(Jyoti Chitambar)



*J. H. J. Idwar*  
Principal  
St. Mira's College for Girls

# ST. MIRA'S COLLEGE FOR GIRLS

## NAME OF EVENT: Resume Writing Skills

The screenshot shows a Google Meet interface with a presentation slide. The slide is titled "CURRICULUM VITAE VS RESUME" and compares the two documents. The comparison is as follows:

Curriculum Vitae	Resume
<b>Length:</b> Long ( 3 to 6 pages )	Short ( 1 or 2 pages )
<b>Content:</b> Area - specific listing of education and academic background	All - inclusive summary of skills, experiences and education
<b>Purpose:</b> Detail background and qualifications	Gain employment or interview

The meeting details panel on the right shows 99 people in the meeting, including 3891\_Seema Raghunath..., 3895\_Rasika Ravindra G..., 3896\_Ishshah Isabel M..., 3903\_Bhavana Bhosale, 3906\_Shrikala Palugula, 3909\_Sonali Udaram Ch..., 3910\_Gayatri Dadaram..., 3912\_pallavi UDASI, 3916\_sonali Khandelwal, 3917\_Anisha Bandu Dh..., 3919\_Taanisha Manohar..., and 3920\_Akanksha Choud... The presenter is Thomas The Trainer.

The screenshot shows a Google Meet interface with a presentation slide. The slide is titled "CV vs RESUME" and compares the two documents. The comparison is as follows:

CV	RESUME
<b>CONTENT:</b> CV (Curriculum Vitae) in Latin means a journey of my life. Contains a chronological arrangement of all the achievements in life.	<b>CONTENT:</b> Contains relevant details in regards to the position being applied to.
<b>LENGTH:</b> Generally anywhere from two to three pages to six pages long.	<b>LENGTH:</b> Generally very short, around one or two pages.
<b>STABILITY:</b> Generally static and doesn't involve any major changes in the already existing data.	<b>STABILITY:</b> Resumes are always changing, with new events being added.

The meeting details panel on the right shows 99 people in the meeting, including 3802\_Pazhai Ann... (You), 3602\_Smita Sham Patil, 3603\_Noorjannat Ansari, 3604\_Sadia Saleem Sha..., 3606\_Nikita kondiba Sh..., 3608\_Namrata Bhandari, 3609\_Avanti Ghule, 3614\_Rutuja Tanaji Bang..., 3615\_Disha Pande, 3616\_Shaikh Madeeha A..., and 3620\_Kushita Jelanila. The presenter is Thomas The Trainer.



Principal Incharge  
St. Mira's College for Girls, Pune.