

REPORT: WORKSHOP ON PROFESSIONAL CV WRITING

On November 28, 2024, Counselling and Guidance Cell (CGC) in collaboration with Happy Thinking Laboratory (HTL) hosted a workshop on "*Professional CV Writing*" at HTL, ONGC Building, University of Lucknow, starting at 12:30 PM. The aim of the workshop was to equip participants with essential skills for crafting professional CVs, enhancing their job prospects by providing expert guidance and practical tips for effective resume writing. The event featured Ms. Abha Joshi as the keynote speaker, who provided valuable insights and greatly enhanced the experience for all attendees.

University Of Lucknow

Counselling And Guidance Cell And Happy Thinking Laboratory


Organize Workshop on

Professional CV Writing

Modules Covered

- Impression Management
- Through Resume
- Essentials of Resume
- Writing SOP
- Applicant Tracking System
- Cover Letter Writing
- AI Resumes and Digital Platform

Patron




Prof. Alok Kumar Rai
Hon'ble Vice Chancellor, University of Lucknow

Date-28 November 2024

Venue -HTL, ONGC Building, University Of Lucknow (12:30 onwards)

Guest Speaker- Abha Joshi



Convenor

Dr Vaishali Saxena (Director, Counselling And Guidance Cell)
Prof M. Priyadarshini (Director, Happy Thinking Laboratory)

The event commenced with the lighting of the lamp, symbolizing the start of the workshop and the illumination of knowledge and learning for all participants.



Ms. Abha Joshi discussed the theme of the workshop, "Professional CV Writing," emphasizing the importance of a well-crafted CV in securing job opportunities. She highlighted key elements such as clarity, precision, and tailoring resumes to specific job roles. Ms. Joshi shared practical tips on how to showcase skills, experience, and achievements effectively. She also stressed the significance of avoiding common mistakes, ensuring a CV stands out to recruiters, and presenting oneself confidently through a well-organized document.



The speaker also drew attention to common mistakes in CV writing, such as overloading with unnecessary information or failing to highlight key achievements. Ms. Joshi emphasized the

need for a professional tone and the importance of formatting, as a well-organized CV helps recruiters quickly assess qualifications.

Prof. M. Priyadarshini focused on creating impactful, professional resumes. She covered essential sections like personal details, career objectives, work experience, skills, and references. Emphasizing customization, clarity, and active language, she also discussed avoiding common mistakes, using LinkedIn, and updating CVs regularly for job success.

The Professional CV Writing workshop covered essential modules to help participants create impactful CVs. It began with an introduction to CV types and emphasized key components like personal details, objectives, and work experience. Participants learned how to showcase achievements, avoid common mistakes, and tailor CVs for specific jobs. The workshop also provided practical tips on formatting and writing action-oriented bullet points. The session concluded with personalized feedback, helping attendees refine their CVs for better job prospects.

Participants were actively engaged throughout the session, asking insightful questions and participating in discussions. The workshop provided valuable hands-on advice, with Ms. Joshi offering personal feedback to some of the participants' CVs, enabling them to refine their resumes further.



Dr. Vaishali Saxena, Director of the Counseling and Guidance Cell, concluded the event by delivering the vote of thanks. She expressed sincere gratitude to Honorable Vice Chancellor Prof. Alok Kumar Rai for his support, Key Speaker Ms. Abha Joshi for sharing her valuable insights, and Prof. M. Priyadarshini, Director of the Happy Thinking Laboratory, for

facilitating the event. Dr. Saxena also acknowledged the efforts of the event coordinators and thanked all participants for their active involvement. She emphasized that it was their collective contributions that made the workshop a resounding success, ensuring its positive impact on everyone involved.



ATTENDANCE

28/11/24

Professional CV making workshop

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