

Date: 23/03/2023

Notice

The department of BMS with Collaboration with TISS NUSSD is organizing a workshop on "Write a winning Resume and cover letter" by Mr. Arun Kaimal –HR Director –Danaher Corporation. He will be guiding students on resume writing and winning the 1st step for selection. The workshop will be held on 25th March 2023 from 9.30am to 10.30 am.

All are cordially invited.

Prof. Kalaiselvi Nadar

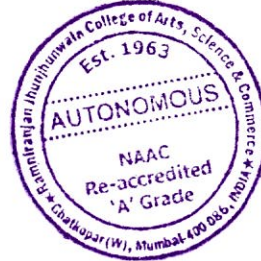
BMS Cordinator

Dr. Himanshu Dawad

Principal

PRINCIPAL

RAMNIRANJAN JHUNJHUNWALA COLLEGE
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)
Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA



2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

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R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

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BROCHURE

TISS
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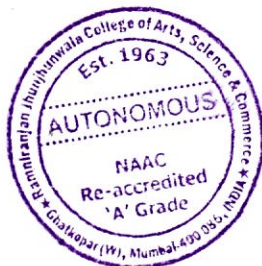
WRITE A WINNING RESUME AND COVER LETTER

Speaker

ARUN KAIMAL

HR Director - Danaher Corporation

25th March, 2023 | 9:30AM - 10:30AM



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Report

Mr. Arun Sir mentioned the following points :

Customize your resume and cover letter: Customize your resume and cover letter for each job you apply for. Tailor your skills and experience to match the job description.

Use a professional format: Use a professional format for your resume and cover letter. Use a clear and easy-to-read font, and make sure there is enough white space on the page.

Highlight your skills and accomplishments: Highlight your skills and accomplishments in your resume and cover letter. Use bullet points to make your resume easy to read and emphasize your most important achievements.

Keep it concise: Keep your resume and cover letter concise. Stick to one or two pages for your resume, and make sure your cover letter is no more than one page.

Use keywords: Use keywords from the job description in your resume and cover letter. This will help your application get past any automated filters and show that you are a good fit for the position.

Show, don't tell: Instead of simply listing your skills and experience, show how you have applied them in your past experiences. Use specific examples to demonstrate your abilities.

Proofread: Proofread your resume and cover letter carefully for spelling and grammar errors. Have someone else read them over as well to catch any mistakes you may have missed.

Follow up: After submitting your resume and cover letter, follow up with the employer to show your continued interest in the position.




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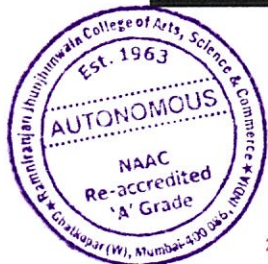
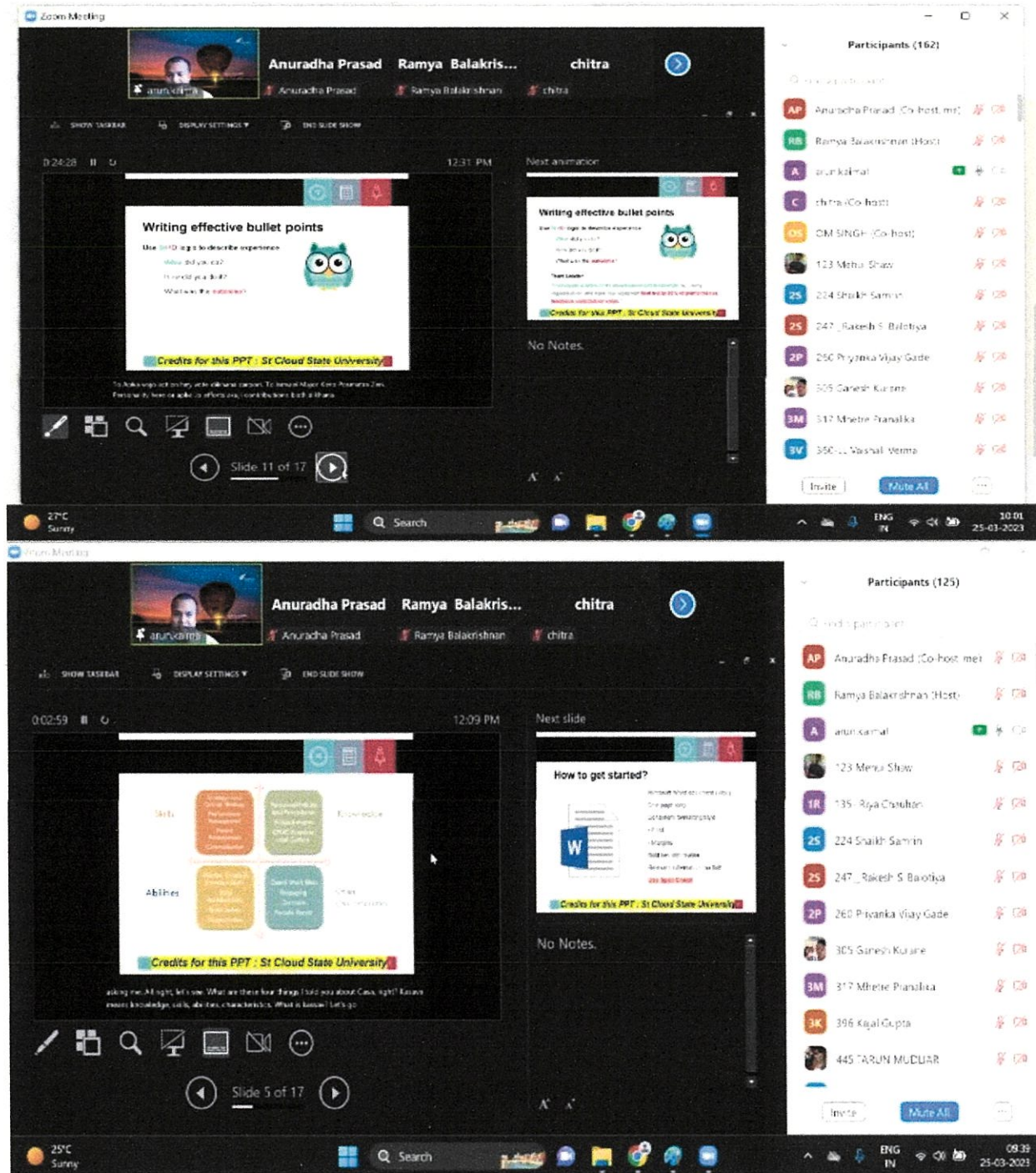
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Photographs Of The Session On "Write a winning Resume and cover letter" by Mr. Arun Kaimal



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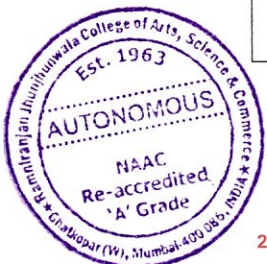
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Attendance

Sr No.	Name	Class	Roll no
1	Chaudhary Madiha	SYBMS	2052
2	Dedhia Sejal Chandrakant	SYBMS	2009
3	Gupta Saurav PradeepKumar kiran	TYBMS	2051
4	Jadhav Vasundhara Sunil	SYBMS	2074
5	Jathar Prajakta Jayant	SYBMS	2020
6	Mridul Sharma	SYBMS	2120
7	Neha Ashok Kumar Prajapati	SYBMS	2012
8	Poonam Manikchandra Mishra	SYBMS	2038
9	Sankhla Karishma Ganpat	SYBMS	2007
10	Sharma kajol kamlesh sharma reeta devi	SYBMS	2032
11	Sneha jeetendra Rai	SYBMS	2126
12	YADAV ANCHAL RAMASHISH PUSHPA	SYBMS	2055
13	Yadav Rishabh	SYBMS	2015
14	Yadav Ritika Rajpati	SYBMS	2107



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CERTIFICATES



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Department of Bachelor of Management Studies

Certificate of Participation

This is to certify that **MISHRA POONAM**
has participated in the workshop/session/event/competition titled *Write a Winning Resume And Cover Letter*
held on 25/03/2023.

Ms. Kalai Selvi Nadar

Head, Department of B.M.S

Dr. Himanshu Dawda

Principal



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Certificate of Participation

This is to certify that **RAI SNEHA**
has participated in the workshop/session/event/competition titled *Write a Winning Resume And Cover Letter*
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