

## CV Writing Workshop

The CV Writing Session was conducted on 6<sup>th</sup> May 2024, aiming for briefing about importance of perfect resume & understanding differences between Curriculum Vitae, Resume and formats. The session was organized by Training and placement cell, Mahavir Institute of Pharmacy, Nashik and was delivered by the Training and placement officer Ms. Nikita S. Rathod.

### **Objective:**

This session aimed to help students create impactful and professional resumes that stand out to recruiters.

### **Key Highlights:**

1. Structuring a CV: Guidance was provided on organizing a CV, including sections such as personal information, educational background, work experience, skills, and achievements.
2. Content Optimization: Speaker stressed the importance of concise and relevant content, highlighting how to quantify achievements and use action verbs to describe responsibilities.
3. Design and Layout: Recommendations were given on making the CV visually appealing while maintaining clarity and professionalism. Participants were advised on choosing appropriate fonts, using bullet points, and maintaining consistent formatting.
4. Common Mistakes: The session concluded with a discussion on common CV pitfalls, such as grammatical errors, incorrect information, and overloading with unnecessary details.

### **Feedback and Impact**

The session received positive feedback from attendees, who appreciated the practical advice and real-world examples. Many students reported feeling more confident about their job search and application process.

### **Conclusion**

The CV Writing Session was a successful initiative by Training & Placement cell of Shree Mahavir Institute of Pharmacy, significantly enhancing students' preparedness for the job market. The knowledge and skills acquired during the event were expected to positively influence their career prospects.



Prepared by:

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