

**Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
Lucknow (U.P.)**
(An Associated college of University of Lucknow)
Resume Writing and Facing Interview

Unit I : Resume writing - Meaning & Resume, difference b/w C.V., resume & Bio-data, Practical resume writing tips.

Unit II : Sample Resumes :

Cover letters or job applications, tips for creating an effective cover letter, online covering letters, sample covering letter.

Unit III : Personal Interview :

Importance of interviews, what do interviewers look for?

Checklist for the interview preparation.

Unit IV : Screening Interviews, Open ended interviews, case study interviews,

Behavioral Interviews, Stress interviews, Power tips for success in the interview.

Frequently asked questions.

Course Outcomes :

- To write a Resume that will distinguish you from the competition.
- To learn how to answer popular job interview questions.
- To handle various types of face to face interview.
- To write cover letter that will convince an employer that you are right person for job.

Objectives :

- To write perfect Resume.
- Develop confidence to face various types of interview.
- To develop overview regarding employers.