



Institute of Petrochemical Engineering, Lonere
Department of Instrumentation Engineering



&

Student Association of Instrumentation Engineering

**A
Report
On**

**Institute Level One Day Workshop
On**

Interview Skills & Resume Writing
for

All Final Year Students

Organized By

**Department of Instrumentation Engineering, Training &
Placement Cell**

and

Student Association of Instrumentation Engineering

30th Jan 2021

Patron

Dr. M. A. Dabhade
PRINCIPAL

Convener

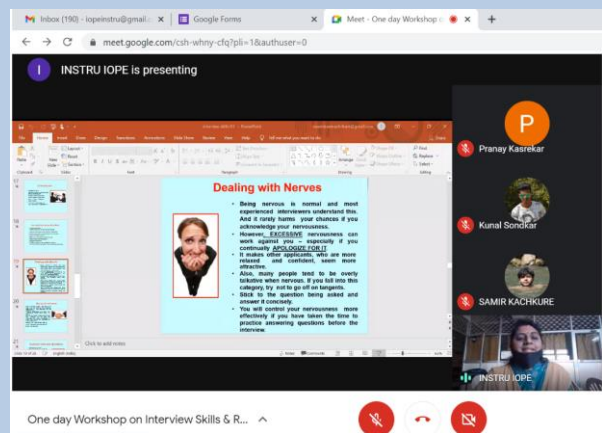
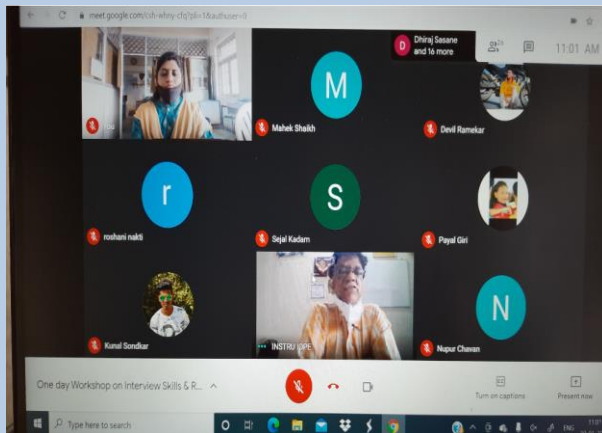
Dr. D. S. Karanjkar
Head, Instru. Engg.

Co-Ordinators

Prof. S. G. Hingmire
&
Prof. Mrs. S. S. Swami

Department of Instrumentation Engineering, Training and Placement Cell and students Association of Instrumentation Engineering organized Institute Level One day Workshop on Interview Skills and Resume Writing on 30th Jan 2021 at 11.00am in online mode using Google meet Platform under the guidance, inspiration and motivation of Dr. D. S. Karanjkar sir, Head of Instrumentation Engineering Department and Co-Ordinator of Training and Placement Cell.

In the morning session Prof. Mr. S. G. Hingmire Welcomed all the students, Head of Department Dr. D. S. Karanjkar sir and Prof. Mrs. S. S. Swami. He has also given the instructions of the workshop. Then he handed over the session to Mrs. S. S. Swami.



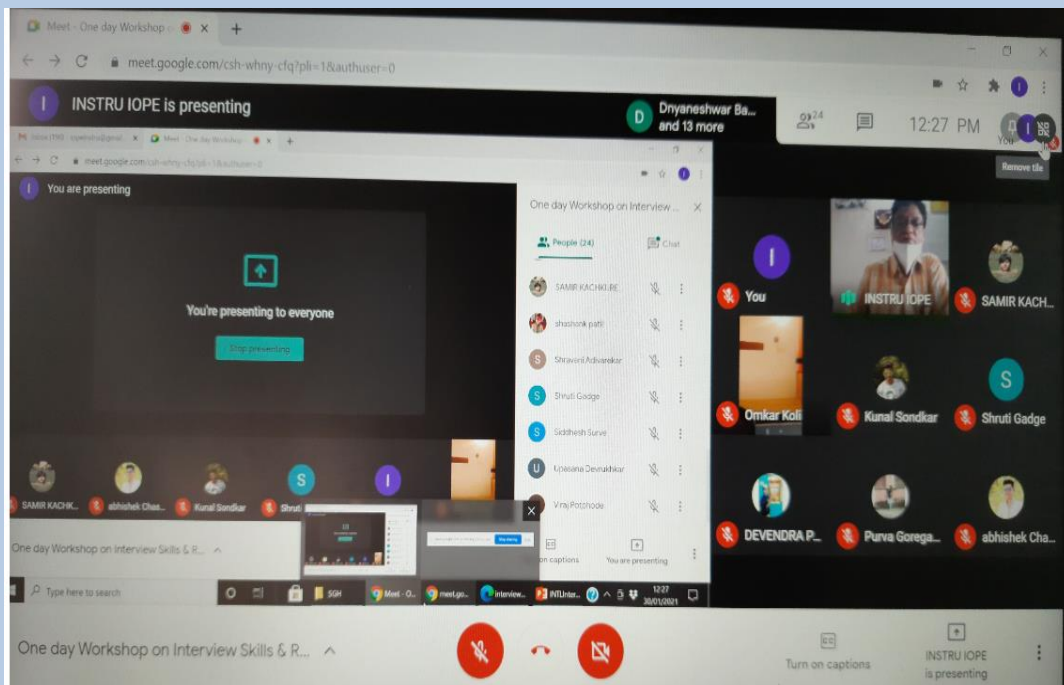
Prof. Mrs. S. S. Swami welcomed all the students again and started the session on Interview Skills. She covered various topics like

- What is Interview?
- Types of Interview
- Why Interview is Required?
- Research the Company
- Preparing for Interviews
- Dressing for Interviews
- Arriving on time
- Check the Competition
- Body Language, Communication
- Dealing with Nerves

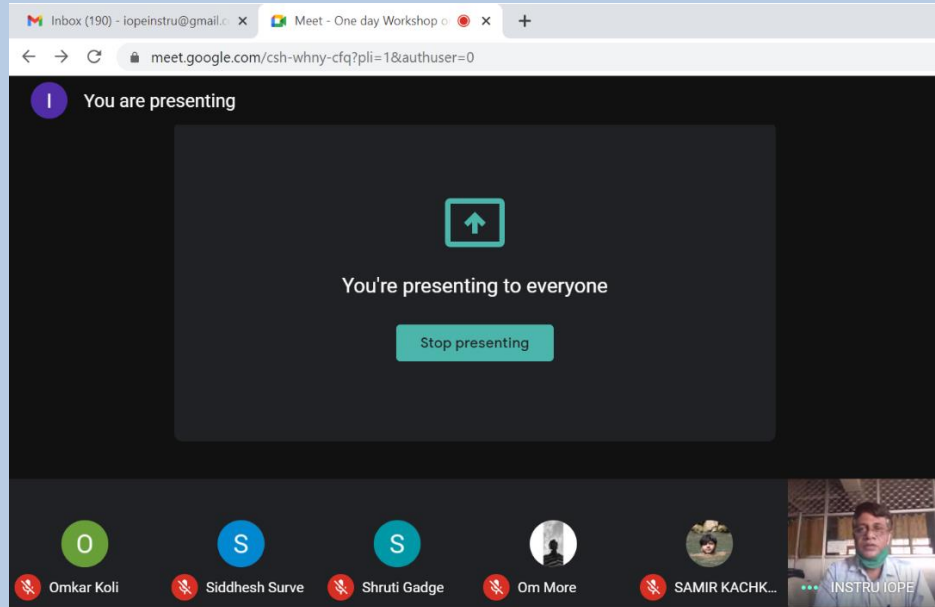
- Closing the Interview
- Common Questions
- Interview Caveats & Mock Interview.

Then Prof. S. G. Hingmire sir conducted the next session on Interview skills review and Resume writing. He covered various topics like

- Interview skills review
- The purpose of resume
- How long should my resume?
- How should I order my resume
- Do I need to change my resume for each application?
- What not to put on your resume
- Reviewing your resume
- Conduction of Mock Interview
- Sample resume writing
- Resume writing assignment



Then Prof. Mrs. S. S. Swami taken the feedback from all the participants. Dr. D. S. Karanjkar sir guided all the students and explained the importance of the said workshop.



Finally, Prof. Mrs. S. S. Swami presented vote of thanks for the workshop.