

# A Report on **‘How to build a good resume’**

## **ORGANIZED BY:**

Sarvajani College of Engineering and Technology  
in association with IEEE SCET Student Branch, IETE Student  
Forum (ISF) SCET & SCET Alumni Association (SCETAA)

## **EVENT DETAILS:**

**Event Type:** Expert Talk

**Event Mode:** Offline

**Event Location/Platform:** Audio-Visual Room, EC Department

**Event Category:** Personal Development

**Event Date and Time:** 20<sup>th</sup> July, 2024

**Accessibility:** All IEEE and IETE Members as well as Non-members

**Student co-ordinators:** Dhruvil Moga & Jiya Shah

**Faculty co-ordinator:** Prof. Sarosh Dastoor

**Resource person:** Ms. Rachita Rasiwasia

# EVENT POSTER



**Sarvajnik College of Engineering and Technology**  
in association with  
**IEEE SCET Student Branch and IETE Student Forum SCET**

**CAREER & PERSONALITY DEVELOPMENT TIPS**

# HOW TO BUILD A GOOD RESUME



**Timings:**

**01:30 PM - 03:00 PM**

**Venue:**

**AV Room, EC Department, SCET, Surat**

**Student Coordinators:**

**Dhrumil Moga**

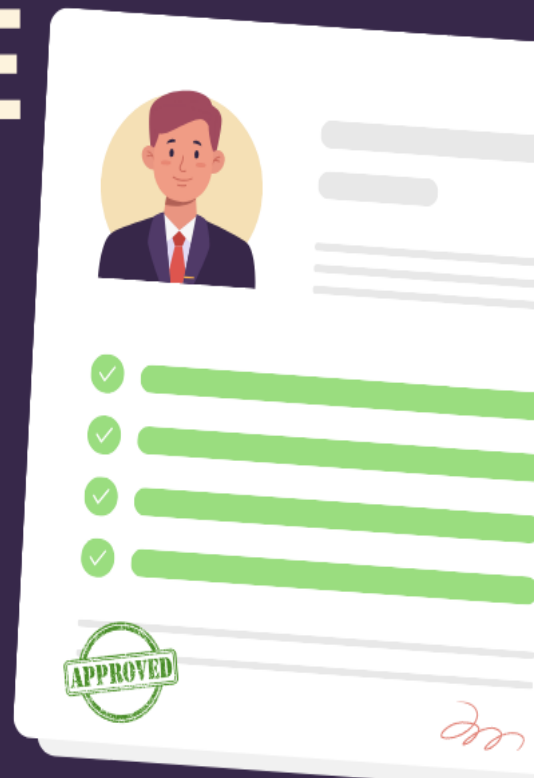
**Jiya Shah**

**Faculty Coordinator:**

**Dr. Sarosh Dastoor**

**Head of Department**

**Dr. Chirag N Pawnwala**



**@scetsb /**



## **About the Event:**

The session aimed to equip participants with essential skills to enhance their employability and professional communication. The talk was delivered by Ms. Rachita Rasiwasia, a Certified Career Counsellor, a Resume Consultant, an Educator and an Entrepreneur at SCET.

With over 9 years of experience in career counselling and having guided thousands of students across India and abroad, Ms. Rachita Rasiwasia shared valuable strategies and tips for crafting impactful resumes. The event was well-attended by students eager to enhance their job application skills.

## **Speaker Background:**

She has an experience of more than 9 years in the field of Career Counselling. She has counselled thousands of students, helping them choose the best careers and professions across 5 states in India and countries like Nepal, Oman and UAE. She also conducts seminars and workshops in educational institutes and other community spaces. She has reached out to more than 15,000 parents and students through her Webinars, Seminars, YouTube Channel and Live Sessions. She, along with her husband, runs an institute by the name of Career Express, where she prepares students for the entrance exams of top colleges in India. Her students today study in some of the most renowned colleges across India. By Qualification, she is an Electronics and Communication Engineer from SCET, Surat colleges and MBA from IIM Bangalore. She has worked in companies like L'Oreal India Pvt Ltd before pursuing her dream of guiding students. She wants to touch the lives of students enabling them to make happier career choices, and for this she left behind a job with a top MNC offering her a 7-figure salary.

## **Objectives**

The primary objectives of the session were to:

1. Provide guidelines for crafting an impactful resume.
2. Highlight common pitfalls and how to avoid them.
3. Enhance participants' confidence in their job application

# Takeaways from the Resume Building Session

## Key Elements of a Strong Resume:

- **Contact Information:** Ensure all contact details are up-to-date and professional.
- **Professional Summary:** A concise summary that highlights key skills and career objectives.
- **Work Experience:** Detailed with job titles, company names, and dates. Use bullet points to describe responsibilities and achievements.
- **Education:** List degrees and relevant certifications.
- **Skills:** Highlight technical and soft skills relevant to the job.
- **Additional Sections:** Include volunteer work, publications, or awards if relevant.

## Best Practices:

- **Tailoring:** Customize the resume for each job application to match the job description.
- **Action Verbs:** Use strong action verbs like "managed," "developed," "led," etc.
- **Quantifiable Achievements:** Include metrics to demonstrate the impact of your work (e.g., "Increased sales by 20%").
- **Formatting:** Keep the layout clean and professional, using consistent fonts and bullet points.

## Common Mistakes to Avoid:

- Typos and grammatical errors.
- Including irrelevant information.
- Using an unprofessional email address.
- Making the resume too long or too short.

**Some glimpses of the event are as follows:**



*A Token of gratitude to Ma'am by Dr. Sarosh Dastoor*



*Feedback shared by Chair of IEEE SCET SB(L) and IETE SCET Student Forum(R)*

## **VOLUNTEER CREDITS:**

### **MoC:**

Jiya Shah

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Dev Joshi

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Aashvi Narang

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### **Report compiled by:**

Dev Joshi (ET21BTEC029) and Jiya Shah(ET22BTEC018)

## **STUDENT COORDINATOR CERTIFICATION:**

