



Name of the Program: Preparing CV and Interview Skills

Organized by Commerce Department, Govt Hrangbana College

Date: 12<sup>th</sup> April 2019

Venue: Conference Hall, GHBC

Resource Person: Ms Zoramawii. Mizoram Consultancy Group

No of Participants: 127

A seminar on "Preparing CV and Interview Skills" was organized for the students by the Commerce Department of the college as part of their Personality Development Program.

The primary goal of the seminar was to equip students with the essential skills needed to optimize their employability prospects by preparing effective resumes and impressing potential employers during job interviews.

The seminar aimed to provide the students with comprehensive guidelines on how to create an effective CV. The standard format, keywords, essential sections, and the importance of achievements over responsibilities should be points of focus.

The seminar also intended to highlight the various aspects of preparing for job interviews, including research on potential employers, expected dress code, the importance of punctuality, and types of required responses to common interview questions.

The program on Preparing CV and Interview Skills was a very beneficial program that helped students understand the modern job's requirement and the skills needed to be more successful in their career paths. The session was very informative and interactive, providing the students with a combination of information, strategies, and practical exercises to apply their knowledge when it comes to job hunting.



With the knowledge and practice obtained through the seminar, the participating students felt confident enough to market themselves better and receive an invitation to interviews. The possibilities of enhancing their careers increased substantially.

