

## A SESSION ON CRAFTING YOUR RESUME

**17<sup>th</sup> March 2022**

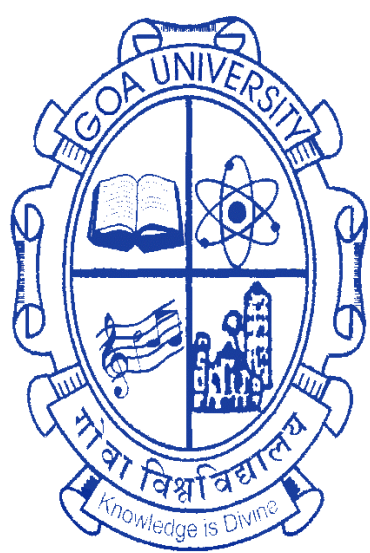
As a part of the 'Learn More and Beyond' Capacity Building and Skill Enhancement Series, Goa Business School's MBA Financial Services Department organized a session titled 'Crafting your Resume' for its Part-I students in the Auditorium at 12 noon. The resource person for this session was Ms. Gauravi Kaunte, who is a language and Communication Skills Trainer.

The session commenced at 12 Noon with the compere for the occasion, Miss Shweta Bharne, a student of MBA Financial Services, Part-I, giving a warm and hearty welcome to the gathering on the occasion of the 'Learn More and Beyond' capacity building and skill enhancement series. The session kick-started with Ms. Kaunte addressing the key differences between a CV and a Resume, and further went on to making the students list down the various dos and don'ts of preparing a CV. The other topics which Ms. Kaunte covered were; focusing in your objective line of your CV, listing your achievements, and writing a good cover letter.

The session concluded with Ms. Kaunte addressing a few queries from the students and professors respectively. The students as well as the professors present during the session enjoyed the pieces of advice given by Ms. Kaunte. The session ended at 1:00 PM with the vote of thanks proposed by Mr. Shawn Menezes, a student of MBA Financial Services, Part-I.



*[Signature]*  
11/3/2022  
Dr. Pinky Pawashan R.



# Goa Business School Goa University

*presents*

## **LEARN MORE AND BEYOND**

[Capacity Building and Skill Enhancement Series]

### **Crafting your Resume**



**Gauravi Khaunte**

Language and  
Communication Skills Trainer

**March 17, 2022**

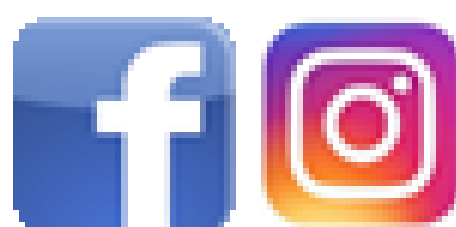
**12 noon to 1.00 p.m.**

**Venue: Auditorium, Goa Business School**

**Session Coordinator - Dr. Prachi Kolamker**

**Programme Director, Financial Services**

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