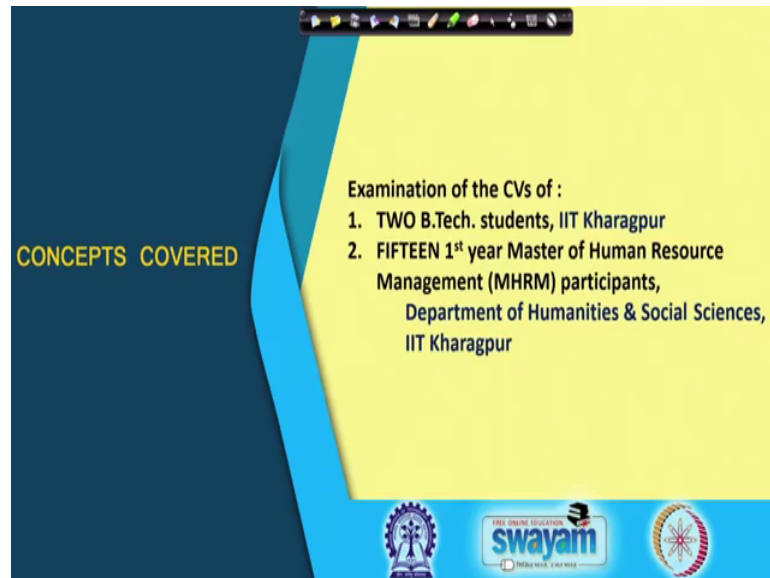


Employment Communication - A Lab Based Course
Prof. Seema Singh
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Indian Institute of Technology, Kharagpur

Lecture – 22
CV Writing Lab Session - I

(Refer Slide Time: 00:22)



Good evening and welcome back friends to this class on CV Writing. Today, we have for you 2 lectures. The first one is lecture 22 on CV writing, we will have a lab session in which I will show you some sample CV. And we will be correcting it as per the lectures I have delivered on the same topic and try to improve it for better presentation and better effect.

In lecture number 23, we will be doing 3 activities one of them is a case study on CV writing. So, let us begin the first class that is lecture number 22 with the brief introduction to all the students, who are present with us. I have the pleasure; I have the happiness to present to you, the students of the MHRM 1st year. MHRM that is Master of Human Resource Management, the flagship program of the department of humanities and social sciences IIT Kharagpur; this is a PG course.

Hello friends. So, I would like to present to you, first of all Ms. Purva Choudry

Student: Hi.

And then Ms. Varsha Vijay.

Student: Hi.

And miss Tanvi Ajith.

Student: Hi.

We have with us today Somjitha Pandey, the TA to the course.

Student: Hi.

Then we have Anupam Das the class representative for MHRM 1st year.

Student: Hi.

And Rajesh Trivedi.

Student: Hi.

Gustafson Gupta,

Student: Hi.

Paulami Shaha.

Student: Hi.

Pooja Katwani,

Student: Hello.

Ripika Das Gupta.

Student: Hi.

Alolitha Roy.

Student: Hello.

Orithro Lahari.

Student: Hello.

Pritho Nanbi,

Student: Hello.

And then we have Akshay Thorat,

Student: Hi.

And Ankur Agarwal,

Student: Hi.

And Mohammed Hashim Ali.

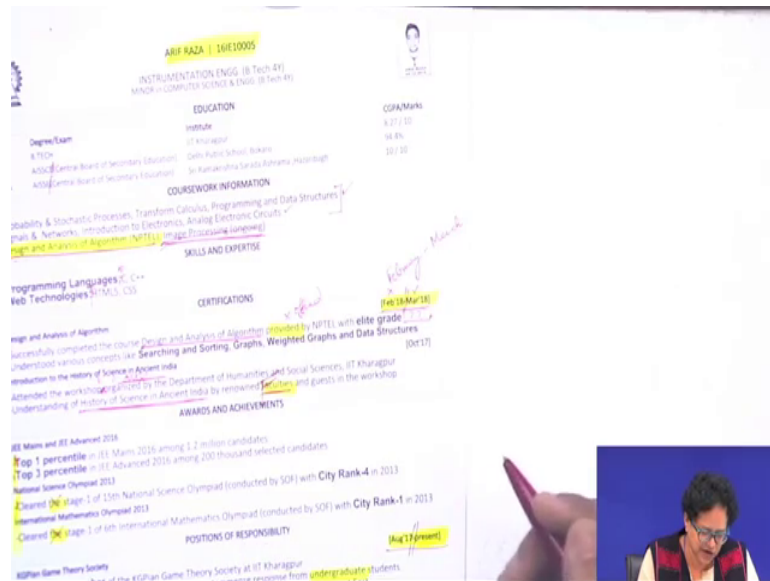
Student: Hi.

So, having introduced you to the students, who will be participating in this lab classes, we have already met some of them in the lab classes related to verbal communication and communication as such, then we had lab classes on body language intercultural communication, non-verbal communication as well as listening skills.

So, let us move on. And first of all with as I was telling you with much difficulty, I have been able to get the CV of two B.Tech students of IIT Kharagpur. And we will be seeing, what is the problem with the CV. As per the standard format of the training and placement cell and nowadays it is called the career development center at IIT Kharagpur.

We have the student that is Mr. Arif Raja bearing role number 16 IE1005, a student of instrumentation engineering B.Tech 4 year course with the minor in computer science and engineering. So, this student has provided his CV. And let us take a look at it, where he has scope for improvement. I will not say that he has done or written anything wrong, but how would he be more communicative and attractive and would be able to better present his CV to the recruiting recruiters or the recruiting agency or his probable employers.

(Refer Slide Time: 03:55)



So, first of all if we come to this part on his education that is more or less all right, there is nothing to be said there. Can you see the CV?

Student: (Refer Time: 04:05).

Would you like the hard copies? No, there are some hard copies and if you wish you can take it ok. So, and you can be with me in a parallel move, you can be correcting it. The first issue which I noticed is the misuse of space, I mean lack of space. There should be space before each bracket and then we come to this portion which I have highlighted already.

Now, this is a NPTEL course and it is not a regular course like the line 1 and line 2. And this is also an NPTEL course, the second one here image processing ongoing which cannot be coupled together. If you are doing regular courses that is part of your academic requirement to fulfill, so that you can get the B.Tech 4 year degree. But, if you are doing some special courses by NPTEL, you are doing it, so that you can expand upon your academic (Refer Time: 05:09). And therefore, you have to make a special note here somewhere that these are extra courses, these are not part of the academic requirement for the minor in computer science and engineering and a major in instrumentation engineering B.Tech 4 year program.

Then we come to skills and expertise, and that seems to be all right. Except for again the space here, because the idea of a colon as a punctuation mark is that the colon precedes that which is more important to follow. So, there should be one space here and one space here moving further. If we come to this segment on the left hand side margin, the student has indicated the period about which he is writing in detail on the left hand side with a subheading in bold and more details, bottom not bold.

So, this is wrong, you must write February in full and March in full incomplete. So, the same thing is to be said here. Apart from the usual mistake of not having spaces here, before and after the dash or the hyphen, we move further. And he says now we are doing a language correction, because he says without a space here, successfully completed the course design and analysis of algorithm. Now this is if this is a specific course on which he is emphasizing, then he can highlight it by either bolding it or by underlining it, he should not put inverted comma, because not a dialogue.

The same thing we should he which he should have done here. Moving further, this is a wrong word provided. Offered NPTEL is a program offered by the MHRD Government of India for which the nodal coordinating agency is the IIT Madras. So, anyway he should write here offered by NPTEL with elite grade what is the grading of the course elite or is the course consisting of programs run by professors of the IIT and IISC and the top colleges and institution of the country, who are of elite grade. So, incomplete sentence, it does not mean that here he has to put a full stop, it just means that the sentence is not even a phrase which should make sense.

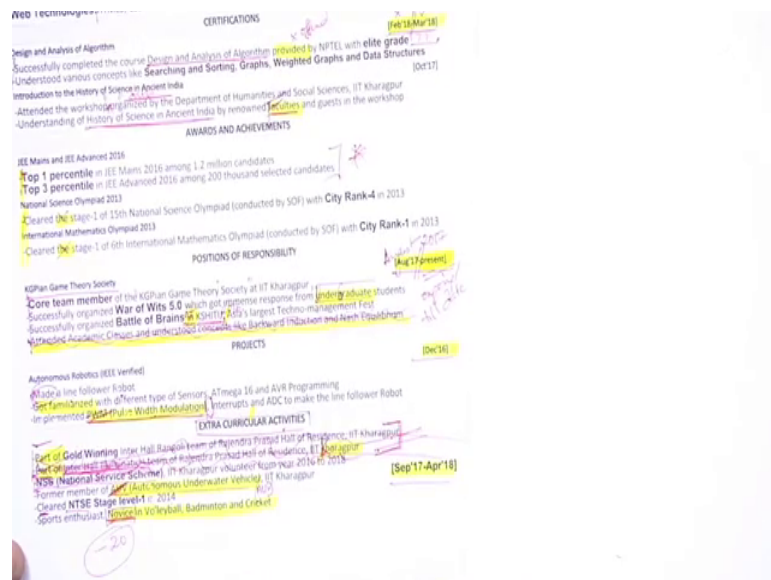
Now, moving further if we come to this part renowned faculties. Now, that is a noun and therefore it has to be capital F round faculties and guess in the workshop. Again now if he wants to highlight this course, which is run by the department of humanities and social sciences, then he should underline it or in any way highlight it. And if you see this is a very vague way of saying, attended the workshop.

Now, the department or any department in any system, in any institute would be organizing, so many workshops. So, the title of the workshop should have been provided here and the title would also be succeeded by the dates by the dates of the workshop, because this will give credence credibility to his point. And this is in fact as he has written it its very vague and totally out of sync with the kind of discipline the kind of

regularity, the kind of at a glance reception, which the probable employer should be able to gauge or assess his CV from.

Now, we come to awards and achievements and the student again writes, again there is lack of space and this is ok. And there is too much use of the article the its not required the idea of effective or ineffective CV is that you use the minimum possible words that is why, we do not use sentences. You see hardly there are full stops here, we use phrases, but the phrases should be meaningful and complete in themselves. So, he writes cleared the stage one of and so on and so forth. So, this the also is to be deleted.

(Refer Slide Time: 09:58)



Then we come to positions of responsibility and again you see that why I feel the students have not been able to successfully write CV or why they cut a very sorry picture, when it comes to this kind of thing is now apart from the fact that this is great brains you know. This is great brains nothing to be said about this, but the point is when it comes to basic writing sales skills of presenting your CV to a probable perspective employer or the recruiting agency.

The minimum syntactic rules for writing are not taken care of. So, he writes core team member of the KGPIan game theory society. And apart from this space this should be there. In fact, he should be able to write something more here, because to the others. If they Google on this which is KGPIan game theory society, they will hardly get an idea of

what is to happen. Of course, the other point which the student would raise, it means that he has to stick to a format size restricted to one page only.

Now, moving further. Now, you have this noun,= and it has to be a capital U undergraduate students. In other cases, you might also put G also as capital undergraduate students. So, we move further. And successfully organize the student writes successfully organized Battle of Brains in Kshitij not at Kshitij. The use of the correct preposition Asia's largest techno management fest and if this is a fact, because many times this is straight from the CDC. The students have been writing a lot of things, they do not have paper document to support it.

So, if you have a paper document to support certainly, if you have got a prize in Kshitij, the year should be mentioned. Let us say Kshitij 2016 or Kshitij 2018, why be so vague? If you are sure, if you are confident and if you have actually yes, let us say truthfully speaking, I am speaking up front. If you have truthfully speaking, got this price Battle of Brains at Kshitij, then mentioned the year, because Kshitij is now running, I do not know in to how many editions?

So, let us come to the next one. Attended academic classes and understood concepts like backwater backward induction and Nash equilibrium. So, I would tell you mister Asif Raza that you are not doing a great you know obligation, you are not doing a great favor to IIT Kharagpur by attending classes, you are paid for it and you are bound to attend classes. So, there is no need of writing this at all.

If you have attended academic classes, you have just done your duty, because you are a student. And its your main prime, it is your sole primary responsibility to attend classes. This is not something to be written in the CV. If you are a plumber and you are doing a plumbing job, will you write added plumbing job tell me, will you be writing like this ok.

Then we move further and let us show you rip his projects. So, if you can see the candidate writes in detail, now about KGPian game theory society in which he has done some projects. So, first of all, this is in full August 17. Because, whenever we write dates and months, they should be complete, otherwise it looks as if its informal or very casual.

So, August and preferably the entire year 2017 up to present or instead of present, you can write ongoing or till date, you can use these words as such I am also telling you. So,

the candidate writes in detail about this and then we come to the projects. And he writes made a line follower robot, now being a teacher of humanities and social science with a basic background in English literature; I have the faintest idea of this. I would not say, I have a vague idea, I have no idea what he means by this, but you may be you could tell, what is this line follower robot, do you any idea?

Student: line traces (Refer Time: 14:09) robot which (Refer Time: 14:11), it will go like that.

Student: By the using of sensors.

Student: Sensors yes.

Student: There is competition actually we put a laser, and then that robot follows that laser light no.

Student: There is IC is this is used in that (Refer Time: 14:25) they use to make and that they will having the sensors. So, according to which they in that particular sensor will recognize the path, which will be drawn on the ground and according to that that we follow that particular machine which we have designed.

Student: This is a use of sensation (Refer Time: 14:39).

So.

Student: So, it can be so worst.

Student: That moments are there. And even a single difference, then make a get the whole technology make a difference in the whole technology. So, what he tries to mean, it is very difficult to understand from that single word.

Yes.

Student: The what the technology he use.

So, that is what I am saying now, you are a engineering graduate. And I am a graduate or a PhD in English literature, but I would say that is this word right made, do you made do you make?

Student: Yes mam.

You make a robot.

Student: (Refer Time: 15:09).

So, agreed. And then he says got familiarized, why do use double passive back to back verb why, because the idea of a CV is it is a black and white representation of you, your first interaction with your probable perspective employer. And will you be putting yourself in passive terms by using back to back passive verbs got familiarized. There should be better word for this mister Asif Raza and you please search for it in the English dictionary.

And then we come to this. Now, this is something wrong, because the idea of making the non-specific person with a non-specific background. This is jargon, you see this is language or addiction, which is suitable to a specific group or you know area of people with that academic expertise and domain expertise. The idea is that first you write the full form. And then you put the abbreviation in bracket after that every time, because hereafter you will be using that bracket that abbreviation for pulse width modulation.

And the same thing he has also repeated here, the same thing. First you should write the expanded form, and after that in bracket you should write the abbreviated form in capital Autonomous Underwater Vehicle. Then you come to the name of the institute. So, you see the height of carelessness, this student is going to apply for a job and he has been told by the CDC IIT Kharagpur to write a CV according to the format provided by the CDC. And he says this is small k and it is a proper noun. And I do not know, how you can do this through the mother of the IIT system, no you should put a capital K ok.

And then this part of the language part of what do you mean part of can you suggest a better word?

Student: Participated.

Participated; participated in gold winning interval rangoli. Now, we all of us know that as far as the tradition of rangoli and illumination goes in short called illu. RP or Rajen Prashad hall of residence has been more or less leading the way for successive years RP hall is winning in this. So, now I have a lot of doubts about this, because this is for the

entire hostel. The entire hostel participates as a unit and its a teamwork, it is a show of unity in diversity and excessive planning to the minor most discrete level, which goes into illumination and rangoli events of IIT Kharagpur, during Diwali. This year its on 7th December 7th November.

So, first of all the language here has to be improved. And I think in a event which is conducted by let us say how many students would be staying in RP hall, any idea, at least 600.

Student: (Refer Time: 18:32).

If not 700 or a 1000.

So, in an event in which 1000 students, let us say not 1000, let us say 900 students participate and 100 do not, because they are not here or they are not feeling well.

Student: (Refer Time: 18:44).

It happens, know you do not feel well is not it. It is a traditional statement in IIT Kharagpur, I was not feeling well. So, I did not do this. So, the point is these are not to be written. And anybody who knows the history of IIT Kharagpur would simply strike it off not to be taken, you write something better here, because you are 1 head among 1000 heads.

Now, if a crowd of 1000 people are standing and I am going to throw a stone you know, then it might hit anybody's head, but does not mean that you will write as if it is going to hit my head. So, I am important, because I participated in illumination and rangoli. Now, a group event in which 1000 are participating, you cannot write that in your CV. You should write here of those extracurricular activities in which, you have got some; you have got some award some recognition, some applause.

So, let us come to here the applause and the recognition has gone to RP hall. It will be in the common room in the Almera, it will be displayed until the next illumination event, but it has not gone to you. Do you have a paper document to support, mister Asif Raza as I am asking you, do you have a paper document to support that you are part of this gold winning team. And can you tell me which year you won this? So, if you are going to

write points which are vague and uneven and fuzzy, do not think that they are one is a fool you know, god has given brains to everybody.

So, let us be honest, I tell you that at the workplace each and every dishonesty will be caught. It is not that if you are a student of IIT Kharagpur, so you are also great in cheating people. So, we must be upfront, please write that which is relevant and that which matters to the perspective workplace.

Then let us come to NSS. Now, all of us know being students of IIT Kharagpur and being here for quite some time. We know that NSS is an extra academic activity with zero credit. And you have to do that in four semesters, so that after that you can be in a sense given a pass in that. They are simply pass and fail it in this program. You have to do either NSS or NCC or NSO. And NSO is a two types; NSO that is National Sports Organization; one is sports and NSO is health and fitness. So, you have four to choose from.

Now, if that is part of your academic career, and NSS national service scheme, always implies the spirit of volunteerism. This is not an extracurricular active in sorry Mister Aza, this cannot be written here at all. It is a extra academic activity and from 16 to 18 that is in two academic years or in four semesters, you have completed this well and good. But, if you got a special award, during this voluntary work as the best volunteer of NSS unit number 9, which goes and works in Gopali, then you can please write it here You cannot write general statements that you have been a volunteer. So, what why should you do this ok, let us come to this one. And NTSE what is the full form?

Student: National Talent Search Exam.

National talent search exam. Now, if this is a question to you is this a very great extracurricular activity?

Student: No, it is a part of academic.

It is part of academics. So, the point here is this last segment has to do with extracurricular activities. And the student has written everything, which is part of academic requirement of the 4 year degree program at IIT Kharagpur. So, who do you think you are making fool of? First of all you are making a fool of yourself, because you

are proving in black and white that you are a fool f o o l ok. Let us come to this one. Now, this is a real howler novice, can you tell me in the dictionary meaning of novice?

Student: (Refer Time: 22:49) beginner.

Beginner.

Student: (Refer Time: 22:53).

So, I mean CV is that resume, it is you in all your positive accomplishments and great classes of your life your student life and your work ex. So, if you are going to write this word, you are going to get minus 20, so then we come to the CV of another candidate and.

Student: (Refer Time: 23:24) I have a question that this agencies are getting trainees, but there is a complete absence of full stop, so is it or while we are writing a CV anything CV.

In CV, we are not suppose to use any full stop.

Student: Full stop.

Full stop.

Student: (Refer Time: 23:38).

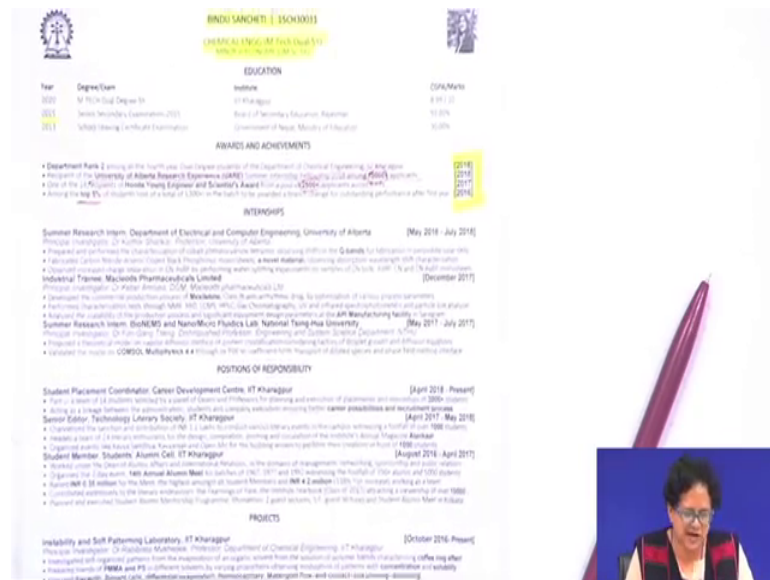
We are suppose to use only phrases which are.

Student: (Refer Time: 23:41).

Posing to be posing to be like sentences. So, sentence is defined as a group of words arranged to make sense and a sentence is recognized by a period or the full stop at the end.

But, in the CV we have the minimum of punctuation marks. It is like you know you are trying to name a file and the computer sends a message, this kind of signals, this kind of symbols are not accepted. So, in a CV we have minimum punctuation, we do not use full stop. We use phrases, which almost function as sentences, because they give you complete meaning of what you are trying to put forward.

(Refer Slide Time: 24:09)



Now, let us come to Miss Bindu Sancheti and it seems to be in the first part. Now, this is if you compare it to this boy Mister Raja, this girl is having CGPA of 8.99 above on 10. So, she is now pursuing M.Tech and she will complete her M.Tech in chemical engineering in 2020. She got admission in 20, this is a student of the chemical engineering 5 year program. So, 2020, let us say 2015, because in 2015, she completed her plus 2 from Rajasthan.

Now, let us come to this girl and look at her CV. Now, just look at this way in which she has arranged her academic year completion in full form 2018 and not apostrophe and 18. And this is the very good way to write it, but the only thing I have to say here is about this URE U University of Alberta Research Experience. So, the question mark is this should we write this, is it a fact?

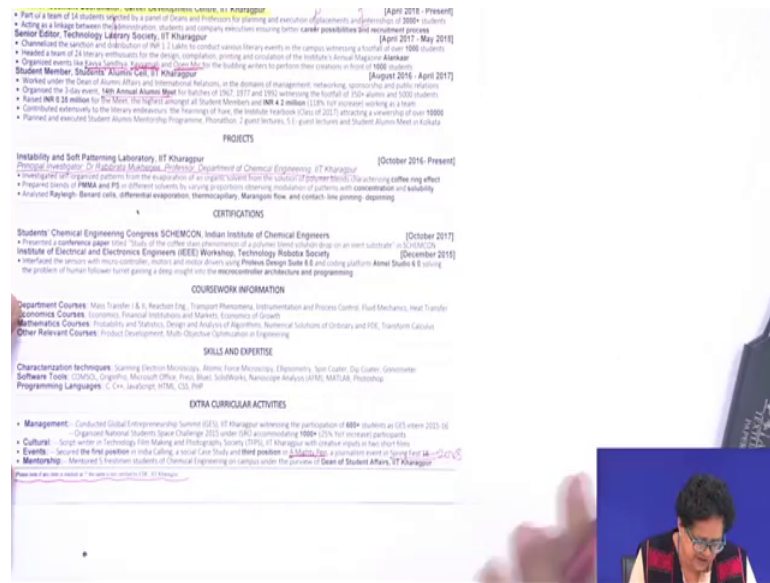
Student: No.

Student: Mam if it is a fact, then I think we should write it.

Good. So, it is a fact and I am not aware. So, I had some questions on these numbers, but certainly I think it must be true. And then she writes top 5 percent, then we come to internships. And this is a.

Student: (Refer Time: 26:13).

(Refer Slide Time: 26:19)



If you have glanced at this CV, then you see that compared to the CV of Mister Asif Raza. This is a very crowded and she has used font type maybe 10 or maybe single digit 9, because she wants to stuff in all the information, so that is why, it is looking very crowded. But, on the whole if you see this CV is better than the first one, which we have shown you.

She writes about a summer internship in you see the full month is written May 18th to July 18 full complete spelling of the month. She writes the name of the Prof and whom she has done her summer internship at Alberta and there are these bulleted details of what she did. And as far as, I have gone through it seems to be grammatically speaking as well. So, she has done internship for 2 months in 17, 1 month in December 17 and again two more months in this year from May to July 2018.

And then we come to positions of responsibility. And she is its very nice to see that Miss Bindu Sancheti is student placement coordinator at the carrier development cent IIT Kharagpur. Now, may be that is the reason why she is writing a good CV, because she is working there. She knows how to place the students and therefore she is quite good in writing this CV. I have no comments as such on this CV, here maybe placements and internships this could be in capital. And administration is a noun.

And we move further, she is also a senior editor at LS technology literate society IIT Kharagpur for 1 year, she was a senior editor. And I think if we are talking about specific

events like (Refer Time: 28:21) or cultural festivals like spring fest, then we need to bring it to the focus of the audience, not only because these are not words in English, these are Hindi words, but there are names of prime student events and activities.

So, you can either italicize these or you can bold it, the way Mister Asif Raza had done. If you see now, if you go back to the CV of Mister Asif Raja, so war of wits 5.0 Battle of Brains and she teaches highlighted by putting it in all caps. So, Miss Bindu Sancheti has not done this, otherwise it is quite good. Here she has done it 14th annual alumni meet for the batches of 67, 1977, 1992.

And I will now move to her projects section and you see this is the way in which she has highlighted the name of the faculty under whom, she has done the project by putting it italicize. So, there are ways by which you can highlight your CV and give importance to that segment you can italicize, you can bold you can underline, but you choose one at a point of time do not lose all do not all italicize as well as bold it as well as underline it, because too much of highlighting will take the mind out of the reader ok.

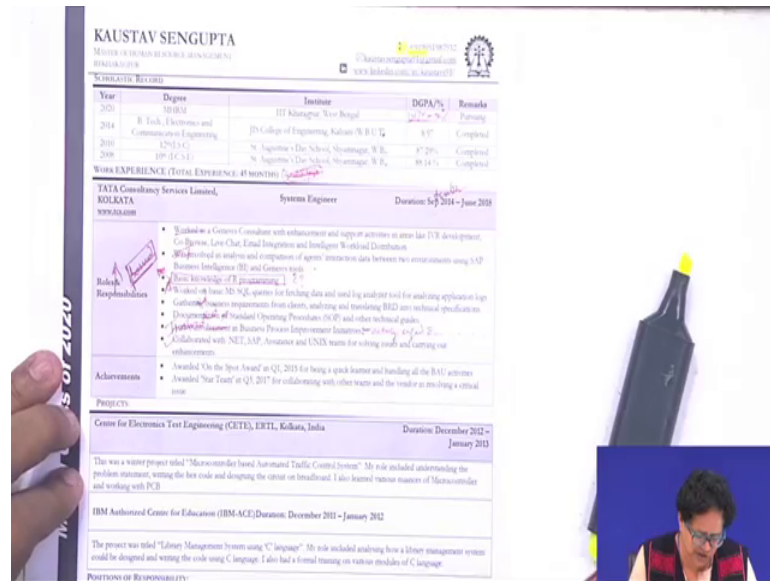
Then we come to this section and everything is all right. She has a section here, which is certifications which was not there in the CV of Mister Asif Raza; it is here sorry it is here. So, certifications and everything is ok. And this is a CV in which there is not much of red marks and we will in fact try to go to the fine print late written in small font at the bottom of the CV. It says please note if any item is marked as the symbol, the same is not verified by CDC IIT Kharagpur. So, this is to be noted that when students write this, then they need to have every entry in your CV needs to have a documentary support. So, one thing I just noticed here a mighty pen, this is an event during spring fest and maybe 2018 this is all right.

Now, we will examine the CV of one of you who will volunteer. Anybody wants that his or her see we should be put here on the dissection table, who Gustafson ok. Then say yes mam ok. So, let us put your CV. Now, you can raise your hand to the camera saying that you are the guinea pig here in paper format.

Student: I have a problem with throat, I cannot speak.

No problem, you speak less, I will make you speak less. Others will speak for you ok.

(Refer Slide Time: 31:49)



So, this is Mister Gustafson Gupta and he has put symbol here for the phone and because he is expecting maybe calls from abroad so he has given the country code plus 91 and then his mobile number. And he has put nice symbol for the mail box and this is his LinkedIn id, and of course our logo here. So, if we look at his CV very well written, and he writes here pursuing.

And maybe here if space permit, because I have the soft copy, but it is PDF, but certainly it must have been docked before being PDF. So, you could write here, your first semester CGPA, you have not got it ok. So, maybe one semester more and you can write the 1st year CGPA here. So, when you complete first year, it still be pursuing, but you can write here 1st year and dash and you can write your percentage, your CGPA at the end of first year. When you might have taken at least 14, 15 courses from HSS Rajiv Gandhi school of IPL and Vigisom and any other department, no these three departments. So, there has to be a full stop here, W dot B dot, and similarly full stop here W BUT.

Then let us come to his work ex and he says it is 45 months. I think why do not you write it in years, why not write 45 divided by how much is it?

Student: (Refer Time: 33:29) mam actually (Refer Time: 33:31

Yes.

Student: Can I tell something?

Please.

Student: Actually (Refer Time: 33:33) usually show interest and writes a internship rise, and they have a column which indicates that you have to put it in months.

Ok.

Student: We need to put our experience in months Good. So, it is 45 months. But, if you divide by 12, then how many years is it?

Student: (Refer Time: 33:51) 3.65.

So, it is 3 and 3.75 years. Anyway, this is just for my knowledge not to be included here.

He worked at TCS and most placed at Kolkata. And he has given the web address of his company as a system engineer; systems engineer from September 14, September 14 to June 2018.

And roles and responsibilities, there has to be a gap here one space and I am not very conversant with what you are writing here, but what I say is that there is a rule called parallelism that is every first word here has to be in the same format. So, if this is worked this is involved capital I, this is worked all right gathered. So, it is all parallel structures, it is called parallel structures verb plus Ed. So, it is simple past tense, because that is the idea of the CV or the resume, its a report of what you are doing and what you have done till date.

From the time you became aware that to work is our business to get employed at better and better places is the aim and responsibility. We take upon ourselves having entered the field of work and education. So, here he can write documented. So, this will change documented is it all right with you Gustaf. So, this will become involved. And no need to write actively, because involved means that you are active also. Do we write passively involved?

Student: (Refer Time: 35:47).

We do not write.

Student: (Refer Time: 35:48) I think I think may be one incidents here, where the where the illumination program is going on.

Yes.

Student: And in the from the hall (Refer Time: 35:57), where may different different entities.

Yes.

Student: will be for the intervention duty, and mean at least there are closely 40 to 60 students are in making.

Student: But, hardly all the ground you can say hardly 10 to 15 students.

Yes.

Student: And the rest are somewhere else.

That is why as I said know, there is a crowd of 1000 and we throw a stone. It will fall on anybody's say x, y, z, a, b, c anybody you know. And then you write that you know.

Student: (Refer Time: 36:24).

No I did the work you know the stone fell on me, I was carrying the entire responsibility of RP hall illumination and.

Student: So, there the passage to think about (Refer Time: 36:34) on that.

Student: But, what if someone has done the job actively, then what should he mam.

Student: (Refer Time: 36:39)

What should he write?

Student: (Refer Time: 36:40) many people will they.

Yes, that is question, we can come to.

Student: (Refer Time: 36:42).

So.

Student: This is the opinion the (Refer Time: 36:45) daily mean hard on the field of any field.

Yes.

Student: So, how can we differentiate?

By seeing them.

Student: Yes mam.

By seeing the reality ok. Let us come back to business. So, Mister Askahy Thorat has asked a very important question, the point is that what if Mister Gustaf was a really actively involved. Then he should write here after a colon or a dash actively engaged with whatever. But, the idea of parallel structures in your CV gives the other gives the reader, not only a sense of reader friendly; reader friendly look or approach, it gives this feeling to the reader that this is a student or the applicant or the candidate, who has a good command over the language. And knows how to write his CV in a streamlined disciplined style.

So, like this is collaborated. So, gathered worked and basic knowledge now this could you write it as possessed basic knowledge of our programming is that with you, because this is that which is standing out. So, or is it a very important unique thing.

Student: (Refer Time: 38:12).

It is very good.

Student: (Refer Time: 38:14).

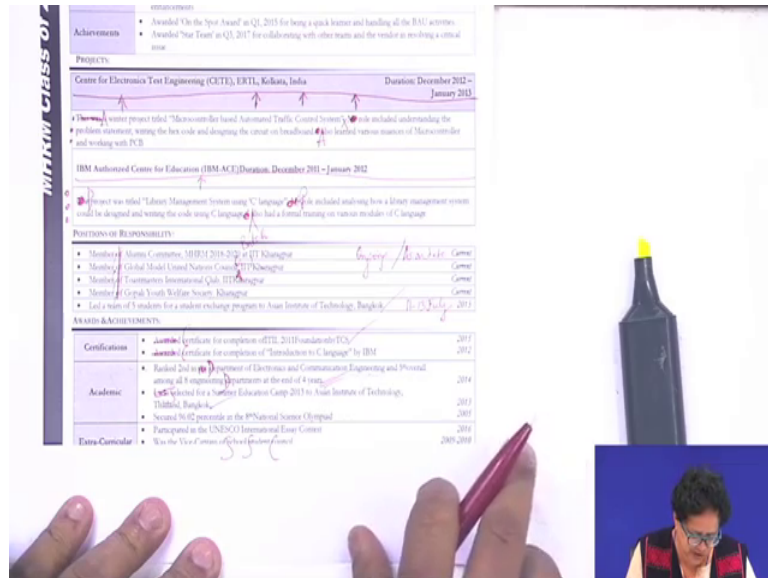
It is very good thing to have.

Student: Yes mam (Refer Time: 38:16) actually answer.

So, you can precede it to make the CV have verbs and active verbs. So, you can write it as possessed or I do not know possessed is not looking very good. We have to search for some other word, look at applied no look at the thesaurus that is a reverse dictionary and

you will get you look at the words in the thesaurus which could fit in for possessed, but there has to be a one word here, which is in the same form as worked involved gathered documented collaborated so on and so forth.

(Refer Slide Time: 38:57)



If we come now to the projects section of Mister Gustafson Guptas CV at the end of first semester not yet finished, we are in November in December, the course will end. So, why have you put this big gap, this could have been raised up and you could get some more writing space. I do not know the technicality involved, but if this could have been shifted up, you could have got two one more space to one more line to fit in some information.

And because we are talking about not using full stops, maybe you continue with the bulleted form. So, do not write this was just write a winter project and do not write. Then so you delete the full stop here and do not write here my role just say put a bullet, and role included it no it is understood as your role, because it is your CV role included, so you write so on and so forth.

And then you come to here do not write I, because you are presenting yourself in third person. Now, you are reduced to a piece of paper black and white. So, there is no meaning of I and you is not it, I and you exist in face to face world of reality. So, let us say that we put a bullet here also learned A capital so on and so forth. And we can put it in three bullets here 1, 2, 3.

Then we come to this second of his projects and he has described it also and the same thing bullet project titled, then bullet no full stop role included R capital and bullet also had a formal training on various models of C language. So, there are three bullets in this segment. If this could go up slightly like this, then this could be included. Now, we come to positions of responsibility and he writes your current. So, other possibilities would be as on date or you can write ongoing. So, you will continue on this. In this capacity as member of alum committee MHRM 2018-2020 batch you can write, batch if you wish, this is just a suggestion, you will continue in this position for 2 years.

Student: (Refer Time: 41:32).

So he has written, but what about this. Why have you not mentioned the period here? You have written 20 2018-2020 here, but is this going to be for 2 years the same 2 years, then you can write it here. I am asking you.

Student: (Refer Time: 41:51).

Why you so happy smiling.

Student: (Refer Time: 41:52) only thing.

Student: (Refer Time: 41:56) increasing.

You are not able to speak you know there is a frog in your throat know.

Student: Yes.

So, we come to member of toastmasters.

Student: (Refer Time: 42:05).

Yes.

Student: (Refer Time: 42:07).

It is in a, it is in Vigisom.

Student: (Refer Time: 42:09), it now it is in Vigisom that (Refer Time: 42:12) campus, but push (Refer Time: 42:13) while someone who is out of the campus or someone is

(Refer Time: 42:19) before getting passed from here. So, then also you can continue this membership and he can participate in the all the (Refer Time: 42:24).

Yes, so, lifelong you know this CV is a living document like the Indian constitution so many amendments and so many changes in the Indian constitution. So, the CV is also a living document. Now, Mr. Gustafson Gupta is presently in 2018 I do not know how many years old have you probably a date of birth somewhere.

Student: (Refer Time: 42:43).

No, anyways sorry guys it is not good to ask something this personal questions, anyway the point is that I am talking about 2018. And 10 years from now say 2038 and 2028 know, yes 2028. Now, Mister Gustafson Gupta will continue to be a member of toastmasters international club. So, despite the fact that he will be an acknowledged speaker; he will be called to all the meetings of a contrast and confrontation of Indian industry so on and so forth this is a prayer for you, this is a blessing for you from the English teacher ok.

Then we come to member. Now, if you see so many offs you can replace them by simply comma is not it and so you can write like this. Let the team of 5 students for student exchange program at AIT, Bangkok 2013, maybe you could provide the month if you can if you have a certificate to this effect just provide the month or roughly the dates may be 11th to 13th July or whatever it is.

Then we come to awards and achievements and now because it is awards and achievements, you do not have to write awarded, it is about awards and achievements. So, it is bound to be awarded to you. So, just write certificate and C capital certificate, you have already got it awarded, because the segment is on your achievements. So, do not write achieved this or awarded that, the sect the segment or this section of your CV is related to that delete full stop because this is not a full sentence. So, all the full stops needless are to be removed, because they are redundant, they are just catching the eye, they are like pin pricks in the eye.

So, my department if the CV is a place where you have to be a little bit objective and impersonal, so ranked third in not my in fact nothing is mine in the planet participate.

Student: (Refer Time: 44:45).

Second in.

Student: (Refer Time: 44:46).

My department.

Student: And others.

So, now it is no longer my department.

Student: (Refer Time: 44:49).

Because now you belong to my department.

Student: Bangkok.

You belong to department of humanities and social sciences, so that time department of electronics and communication engineering in which college.

Student: (Refer Time: 45:01).

Right.

Student: (Refer Time: 45:04).

JIS, JIS college of engineering I have been to there. So, one other or so anyway the JIS, in JIS you were in department of electronics and communication engineering during the tenure 14-18.

Student: (Refer Time: 45:23).

Then that time it was mine, now you are mine department of humanities social. So, you keep on changing until you die even all the mine become his.

Student: (Refer Time: 45:32).

So, it is do not write my because this will keep on changing. And fifth one among a training departments now Department is a proper noun so always has to be capital full stop because we are you are not writing I was ranked 30 or I think ranked to follow the

parallelism parallel structure. So, again you write selected not I was and we need the full stop. Secured participated vice captain of School Students Council. So, this is a proper you know organization or a small unit in your school, so you can put it in caps.

And I think that would be all are you happy?

Student: (Refer Time: 46:21) yes mam.

With the corrections I made.

Student: mam i have (Refer Time: 46:24) cp that in the first line of the academic fifth somewhere is the after the fifth obvious or something is there I think there should be space, first line of the academics section.

Ok.

First line of the academic rank.

Student: (Refer Time: 46:41)

Rank second in rank second in department of ECE.

Student: No not that.

And fifth overall. So, there should be a space very good.

Student: Here.

Now, I am a poor old lady I cannot see my eyes are almost failing me.

Student: (Refer Time: 46:56).

Are you talking about this space?

Student: (Refer Time: 47:01) as may increased in.

As I said I am a old lady with the one of the legs standing in the grave.

Student: (Refer Time: 47:05)

So, I think cannot see it I already have got problems either there is problem of too much light like here in the studio or too less light as in our psycho lab ok. So, with this we come to the end of the class and I hope you have liked this. We will have maybe one more session of this if time permits towards the end of the course.

Thank you so much for being with me and thank you for your contribution to NPTEL, and may God bless you. We shall meet soon.