



## Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K – 574225

Phone: 08258-262725, Fax: 08258-262726

(Accredited by NBA New Delhi, 2019 – 2025)

### Department of Artificial Intelligence & Machine Learning

#### CIRCULAR dated 15/06/2023

All the students of 2<sup>nd</sup> and 3<sup>rd</sup> year of Artificial Intelligence and Machine Learning department are informed to attend the following Soft Skill Training on 21<sup>st</sup> Jun, 2023, 11:00 am. The following resource person will be delivering you the eminent talks on the below mentioned topic.

Resource Person: Mr. Karthik & Mrs. Della, Aerodynamiks, Mumbai.

Topic: Resume Writing.

Everyone's presence & co-operation in this regard is highly expected.

Cc to:

All Class Rooms

Notice Board

*KMP*  
15/06/2023  
HOD Sign. & Date  
Dept. of Artificial Intelligence & Machine Learning  
Alva's Institute of Engineering and Technology  
(Dept. of AIML)  
Shobhavana Campus, Mijar  
Moodbidri - 574 225, D.K. Karnataka, India



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)  
Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi. Recognized by Government of Karnataka.

A+, Accredited by NAAC

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## DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

### "Resume Writing"

**Resource Person:** Mrs. Della and Mr. Karthik, Aerodynamik, Mumbai

**Venue:** AIML department classroom number 201

**Total Number of Students Attended:** 47

**Date and Timings:** 21/06/2023; 11:00 AM to 1:00 PM

A resume is a formal document that a job applicant creates to itemize their qualifications for a position. A resume is usually accompanied by a customized cover letter in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume.

According to the trainer's instructions from the last class, students were required to write their resumes. During the lesson, students prepared their resumes, which the trainer corrected before the mock interview in the next session. The department faculty kept an eye on the session the entire time.

**Outcome:** A resume is a vital tool in a job search since it provides with a page or two to highlight best and most relevant abilities and attributes of the candidate. Employers use resumes to make recruiting choices, and it can also help candidate secure first interview after submitting a job application.

KVP  
22/06/2023  
Head of the Department  
Dept. of Artificial Intelligence & Machine Learning  
Alva's Institute of Engineering and Technology  
Shobhavana Campus, MIJAR  
Moodbidri - 574 225, D.K., Karnataka, India