

SWARNIM STARTUP & INNOVATION UNIVERSITY

SWARNIM SCIENCE COLLEGE

VALUE ADDED COURSE (VAC)

CV WRITING - VACCW

Session 1: Introduction to CV Writing (2 hours)

1.1 Course Overview and Objectives (30 minutes) 1.2 Importance of CV and Interview Skills (30 minutes) 1.3 Understanding Different Types of CVs (1 hour)

Session 2: Deep Dive into CV Components I (2 hours)

2.1 Detailed Breakdown: Contact Information and Professional Summary (1 hour) 2.2 Workshop: Writing Effective Summaries (1 hour)

Session 3: Deep Dive into CV Components II (2 hours)

3.1 Detailed Breakdown: Work Experience (1 hour) 3.2 Workshop: Describing Roles and Achievements (1 hour)

Session 4: Deep Dive into CV Components III (2 hours)

4.1 Detailed Breakdown: Education and Skills (1 hour) 4.2 Workshop: Listing Relevant Skills (1 hour)

Session 5: Additional CV Sections (2 hours)

5.1 Certifications, Awards, Volunteer Work, Publications (1 hour) 5.2 Practical Exercise: Adding Additional Sections (1 hour)

Session 6: Common CV Mistakes and Review (2 hours)

6.1 Identifying Common Mistakes (1 hour) 6.2 Peer Review and Feedback Session (1 hour)

Session 7: Preparing for the Interview I (2 hours)

7.1 Research and Preparation Techniques (1 hour) 7.2 Case Study: Researching a Company (1 hour)

Session 8: Preparing for the Interview II (2 hours)



8.1 Understanding Different Interview Formats (1 hour) 8.2 Workshop: Preparing for Different Interview Types (1 hour)

Session 9: Anticipating Interview Questions (2 hours)

9.1 Common and Behavioral Questions (1 hour) 9.2 Developing STAR Responses (1 hour)

Session 10: Effective Communication Skills (2 hours)

10.1 Verbal and Non-Verbal Communication (1 hour) 10.2 Active Listening Exercises (1 hour)

Session 11: Building Confidence and Managing Anxiety (2 hours)

11.1 Techniques to Stay Calm and Confident (1 hour) 11.2 Practice Session: Visualization and Breathing Exercises (1 hour)

Session 12: Dressing for Success and Presentation Skills (2 hours)

12.1 Appropriate Attire for Different Interviews (1 hour) 12.2 Workshop: Grooming and Presentation Tips (1 hour)

Session 13: Mock Interviews I (2 hours)

13.1 Role-Playing Common Interview Scenarios (1 hour) 13.2 Feedback and Improvement Tips (1 hour)

Session 14: Mock Interviews II (2 hours)

14.1 Advanced Interview Scenarios (1 hour) 14.2 Peer Feedback and Review (1 hour)

Session 15: Final Touches and Continuous Improvement (2 hours)

15.1 Reviewing and Polishing CVs (1 hour) 15.2 Leveraging LinkedIn and Online Presence (1 hour)




PRINCIPAL
SWARNIM SCIENCE COLLEGE
SWARNIM STARTUP & INNOVATION UNIVERSITY
BHOYAN RATHOD, KALOL, GANDHINAGAR.