

**SWAMI RAMA HIMALAYAN UNIVERSITY**  
Swami Ram Nagar, Jolly Grant, Dehradun, 248016, Uttarakhand, India

**Date:** 18<sup>th</sup> October 2023

**NOTICE**

The Centre for Professional & Communication Enrichment (C-PACE) is organizing a **Career Counselling Workshop** for the students of HSYS on the theme "*Resume Writing & Interview Skills*". The workshop aims to guide students in effectively presenting themselves for internships and placement opportunities.

**Workshop Details**

- **Topic:** Resume Writing & Interview Skills
- **Date:** 28th October 2023
- **Time:** 11:00 AM – 1:00 PM
- **Venue:** HSYS Seminar Hall
- **Resource Person:** Ms. Garima Kapoor

All concerned students are encouraged to attend and benefit from this interactive and career-enriching session.

**Co-ordinated & Organised by:**

Centre for Professional & Communication Enrichment (C-PACE)

  
**Ms. Garima Kapoor**  
Career Counsellor,  
C-PACE, SRHU

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## REPORT ON PERSONALITY DEVELOPMENT WORKSHOP

### THEME: RESUME WRITING & INTERVIEW SKILLS

The Centre for Professional & Communication Enrichment (C-PACE) organized a Career Counselling Workshop on 28 October 2024 for the students of the Himalayan School of Yoga Sciences (HSYS). The workshop, conducted at the HSYS Seminar Hall from 11:00 AM to 1:00 PM, witnessed the active participation of 46 students.

The session, facilitated by Ms. Garima Kapoor, was centered on the theme "*Resume Writing & Interview Skills*", with the objective of preparing students to effectively present themselves in placements and internship opportunities. The workshop was structured into two segments: the first half focused on building a strong and professional resume, highlighting customization, content relevance, and formatting essentials; the second half concentrated on interview preparation, addressing common questions, structured responses, self-confidence, and non-verbal cues.

Students engaged in real-time resume editing walkthroughs, mock interview simulations, and practical exercises on body language and self-presentation. The activities ensured personalized feedback and active learning, making the session highly impactful.

Key highlights included students receiving direct and actionable feedback on their resumes, while live mock interviews enabled them to identify specific areas for improvement. The interactive format encouraged enthusiastic participation from all attendees, and several students requested follow-up sessions for advanced CV writing and extended mock interview practice.

The workshop concluded with Ms. Kapoor motivating students to approach their career journeys with preparation, confidence, and adaptability. Overall, the session proved to be a valuable platform for enhancing employability skills and professional readiness.



Ms. Garima Kapoor describing the ways of resume writing

  
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