

**Date:** 16 October 2023

**SWAMI RAMA HIMALAYAN UNIVERSITY**  
**Centre for Professional & Communication Enrichment (C-PACE)**

**NOTICE**

The Centre for Professional & Communication Enrichment is organizing a **Career Counselling Workshop** for the students of **HSYS**.

**Workshop Details:**

- **Topic:** Resume Writing & Interview Skills
- **Date:** 22 October 2023
- **Time:** 11:00 AM – 1:00 PM
- **Venue:** HSYS Seminar Hall
- **Faculty:** Ms. Garima Kapoor
- **Total Participants:** 46

All the concerned participants are encouraged to attend and enhance their placement readiness and personal branding through this interactive session.

**Co-ordinated & Organised by C-PACE**

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**Ms. Garima Kapoor**  
*Assistant Manager,*  
*C-PACE, SRHU*

**SWAMI RAMA HIMALAYAN UNIVERSITY**  
**Centre for Professional & Communication Enrichment (C-PACE)**

**Report on Career Counselling Workshop**

Component	Details
Event Name	Career Counselling Workshop
Organized By	Centre for Professional & Communication Enrichment
Date	22 October 2023
Workshop Venue	HSYS Seminar Hall
Workshop Time	11:00 AM – 1:00 PM
Total Participants	46
College Catered	HSYS
Major Topic Covered	Resume Writing & Interview Skills
Faculty	Ms. Garima Kapoor

## 1. Introduction

The Centre for Professional & Communication Enrichment (C-PACE) conducted a Career Counselling Workshop on **22 October 2023** for the students of **HSYS**. The session was themed “**Resume Writing & Interview Skills**”, aimed at equipping students with tools to effectively present themselves in placement and internship opportunities.

## 2. Session Overview

Facilitated by **Ms. Garima Kapoor**, the session was divided into two segments:

- The **first half** focused on the structure and content of a professional resume, emphasizing customization and relevance.
- The **second half** dealt with preparing for interviews—covering common questions, response strategies, and non-verbal cues.

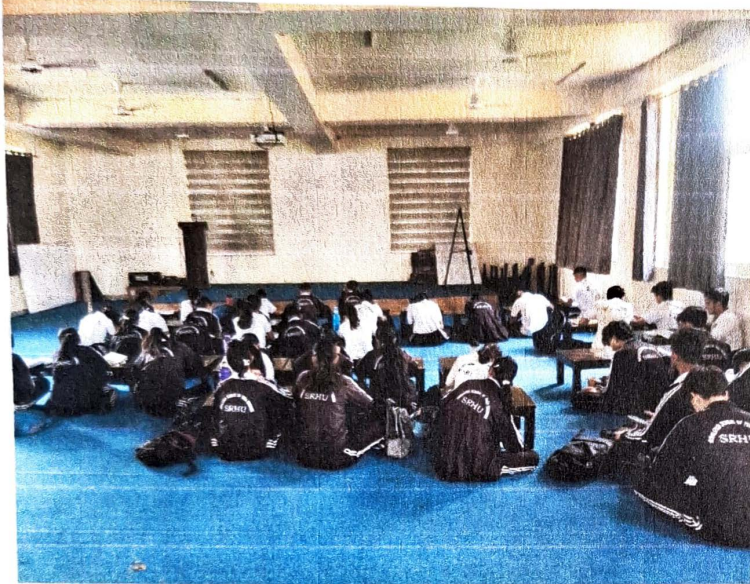
### Activities Included:

- Real-time resume editing walkthrough
- Mock interview simulation
- Tips on self-presentation and body language

## 3. Key Highlights

- Students received direct, actionable feedback on their resumes.
- Live mock interviews helped identify key areas for improvement.
- The session was highly interactive, with enthusiastic participation from all attendees.

- Many students requested follow-up sessions for mock interviews and advanced CV writing.



**Blended learning in Action**



**Interactive quiz participation**

**Report Submitted By:**

**Ms. Garima Kapoor**  
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