



Department of Computer Application **Report on Skill Development Session on “Resume Building”**

1. **Nature of the Event:** Skill Development Session
2. **Title of the Event:** Resume Building Session
3. **Organized by:** Department of Computer Application
4. **Date:** Saturday, 2nd August 2025
5. **Time:** 11:00 AM – 1:00 PM
6. **Venue:** Dnyaneshwar Hall
7. **Resource Person:** Mr. Utkarsh Upadhyay
8. **Objectives of the Program:**

The primary objectives of conducting this session were:

1. To guide students in preparing professional resumes specifically for the software and IT industry.
2. To help students structure resumes that highlight technical skills, academic achievements, and project work.
3. To provide practical tips on formatting, content prioritization and customization for different job roles.
4. To make students aware of the latest industry trends and expectations in resume writing, including applicant tracking systems (ATS).
5. To emphasize the importance of personal branding and online presence for enhancing career opportunities.

9. **Audience:**

The session was organized for Third Year students of the Department of Computer Application, who are in the process of preparing for placements and career opportunities in the IT sector.

10. **Number of Participants:**

A total of **105 students** actively participated in the session, showing great enthusiasm and interest.

11. **Brief description of the event:**

The Resume Building Session began with the introduction of the resource person, **Mr. Utkarsh Upadhyay**, followed by his engaging talk on the importance of creating resumes that reflect industry standards. He explained the systematic approach to resume writing, focusing on clarity, structure, and relevance.

Students were guided on effectively presenting their skills, academic achievements, certifications, and project experiences. Practical tips on resume formatting, customization for specific job roles, and the inclusion of relevant keywords for ATS were shared. The interactive nature of the session encouraged

students to participate in discussions, clarify their doubts, and gain personalized suggestions to improve their resumes.

A special emphasis was placed on **personal branding**, where students were advised to build and maintain professional online profiles, especially on platforms like LinkedIn. This segment highlighted how a strong digital presence complements a well-structured resume in enhancing employability.

12. Learning Outcome:

The session achieved its objectives and resulted in the following outcomes:

- Students acquired practical knowledge of resume writing tailored for the IT industry.
- They understood the significance of structuring resumes to highlight skills and achievements effectively.
- Awareness was created about the role of ATS and keyword optimization in improving shortlisting chances.
- Students gained confidence in preparing resumes aligned with industry expectations.
- The session motivated students to focus on personal branding and build a professional online presence.

13. Photographs:





Mr. Utkarsh Upadhyay guiding students on the tips to build technical resume

14. Feedback:

Students expressed that the Resume Building Session was extremely useful and well-timed, as it directly supported their ongoing placement preparation. They appreciated the clarity with which **Mr. Utkarsh Upadhyay** explained the essential components of resume writing and the practical tips provided for customization. Many students shared that the session boosted their confidence, removed confusion regarding resume structure, and motivated them to prepare competitive resumes aligned with industry standards.

15. Acknowledgement:

The success of the Resume Building Session was made possible by the collective efforts of many individuals. The Department extends its sincere gratitude to:

- **Principal Dr. Ganesh Patare** for his continuous encouragement and support in organizing skill-development programs for students.
- **Head of Department, Dr. Nidhi Satavlekar**, for her valuable guidance and constant motivation in planning and executing the session successfully.
- **Resource Person, Mr. Utkarsh Upadhyay**, for conducting such an insightful and interactive session that provided students with practical knowledge and confidence.
- The **student volunteers**, who worked with dedication and teamwork in managing registrations, seating arrangements and technical support, thereby ensuring the smooth conduct of the event.
- All the **faculty members of the Department of Computer Application** for their presence, support, and cooperation throughout the session.

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