



LOYOLA COLLEGE OF EDUCATION

Accredited (3rd Cycle) at 'A' Grade by NAAC
Recognized by NCTE & Affiliated to TNTEU
Nungambakkam, Chennai, Tamil Nadu, India - 600 034

Training and Placement Cell

Organised

PLACEMENT TUTELAGE WORKSHOP: 2026

INPUT SESSION 1: RESUME WRITING

Report

Date: 11.02.2026


Co-Ordinator

THE CO-ORDINATOR,
TRAINING AND PLACEMENT CELL
LOYOLA COLLEGE OF EDUCATION
NUNGAMBAKKAM,
CHENNAI - 600 034



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INVITAION CARD

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**PLACEMENT TUTELAGE
WORKSHOP '26**

Session 1
Resume Writing

Resource Person
Dr. M. Nandhini

Assistant Professor, Perspectives in Education,
Loyola College of Education

Date: 11/02/2026 Time: 11.00 a.m. - 11.45 a.m.
Venue: Arrupe Auditorium

Patron
Rev. Dr. Alphonse Manickam SJ
Secretary

Organizing Secretary
Ms. R. Sridevi
Placement Cell Coordinator

Convenor
Dr. L. Kulandai Theresal
Principal

Organizing Members
Dr. V. Mary Hilda
Mrs. S. Catherene Nithya
Dr. M. Venmani



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INPUT SESSION 1

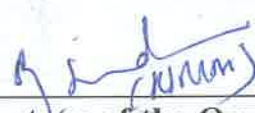
"RESUME WRITING"

Details of the Programme	
Name of the Programme	Resume Writing
Date of the Programme	11.02.2026
Time of the Programme	11.00 a.m. to 11.45 a.m.
Target Audience of the Programme	II Year Student-Teachers, LCE
Number of Students Attended	114
Objective of the Programme	<ul style="list-style-type: none">• To learn about the different parts of a resume and their purpose• To discover your own unique features and benefits• To learn about resume rules and how they affect the development of a resume• To learn about different types of resumes and discover the one best suited to develop own individual resume• To develop a cover letter and put the finishing touches on your resume
Name of the Resource Person	Dr. M. NANDHINI
Brief note about the Resource Person	Working as a Assistant Professor in Loyola College of Education, Chennai-34.
Few insights given by the Resource Person (in 2 lines)	She explained <ul style="list-style-type: none">• Given a clear picture of resume and the essential things one should check in a good resume.• Explained a clear distinction between resume and curriculum vitae,• Explained the chronological order of contents that should be presented in a resume.
Learning outcomes of the Programme	<ul style="list-style-type: none">• Learn the different styles of Resume Writing.• Transform the resume into powerful tool.• Increase an individual's skill in one or more areas of expertise.

Feedback Analysis		
SNo.	Parameters	Effectiveness of the session in percentage
1	Usefulness of the Session	92.5
2	Clarity of the Content Delivered by the Resource Person	91.1
3	Level of Knowledge Gaining from the Session	89.8
4	The Ability of the Resource Person to Retain the Attention of the Participants	90.7
5	Interaction of the Resource Person With Participants for Clarification	90.7
Total Effectiveness of the Session in percentage		90.9 Excellent


Signature of the Principal
Dr. L. Kulandai Theresal

PRINCIPAL
 Loyola College of Education
 Loyola College Campus
 Nungambakkam, Chennai-34


Signature of the Organiser
Ms. R. Sridevi

TRAINING AND RESEARCH CELL
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TRAINING AND PLACEMENT CELL PLACEMENT TUTELAGE WORKSHOP: 2026 SESSION 1: RESUME WRITING Reflections in Frames

Date: 11.02.2026

Time: 11.00 a.m



