



LOYOLA COLLEGE OF EDUCATION

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC]

Recognized by NCTE & Affiliated to TNTEU

Nungambakkam, Chennai - 600 034, Tamil Nadu, India.

Training and Placement Cell

Organised

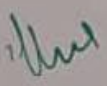
PLACEMENT TUTELAGE WORKSHOP: 2025

INPUT SESSION 1


RESUME WRITING

Report

Date: 12.02.2025


Secretary

Secretary
Loyola College of Education
Loyola College Campus
Chennai - 600 034


Principal

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


Co-Ordinator

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

INVITAION CARD



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THE TRAINING AND PLACEMENT CELL

organizes

PLACEMENT TUTELAGE WORKSHOP '25

Session 1

Resume Writing

Resource Person

Mr. K. Nandha

Assistant Professor, Pedagogy of English,
Loyola College of Education, Chennai



Date: 12/02/2025

Time: 1.15 p.m. - 2.45 p.m.

Venue: Arrupe Auditorium

Patron

Rev. Dr. D. Thomas Alexander, SJ
Secretary

Organizing Secretary

Ms. R. Sridevi
Placement Cell Coordinator

Convenor

Dr. L. Kulandai Theresal
Principal

Organizing Members

Dr. V. Mary Hilda
Mrs. S. Catherine Nithya
Dr. M. Venmani
Mr. E. Jaikumar



Loyola College of Education, Chennai - 34

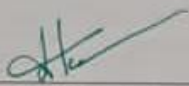
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PLACEMENT TUTELAGE WORKSHOP: 2025 INPUT SESSION 1

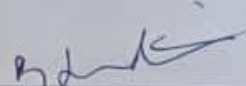
"RESUME WRITING"

Details of the Programme	
Name of the Programme	Resume Writing
Date of the Programme	12.02.2025
Time of the Programme	1.15 p.m. to 2.45 p.m.
Target Audience of the Programme	II Year Student-Teachers, LCE
Number of Students Attended	104
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	Mr. K. Nandha
Brief note about the Resource Person	<ul style="list-style-type: none"> • HoD, Department of English • Working as a HOD and Assistant Professor in Loyola College of Education, Chennai-34. • Also, Member in NAAC Criterion II
Few insights given by the Resource Person (in 2 lines)	<p>He explained</p> <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 Webinar on Resume Writing	96.6
2	Clarity of the Content Delivered By The Resource Person Mr. K. Nandha	96.6
3	Level of Knowledge Gaining from the Session	96.1
4	The Ability of the Resource Person to Retain the Attention of the Participants	96.4
5	Interaction of the Resource Person With Participants for Clarification	96.8
Total Effectiveness of the Session in percentage		96.9 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

THE CO-ORDINATOR
 TRAINING AND PLACEMENTS
 LLOYOLA COLLEGE OF EDUCATION,
 NUNGAMBAKKAM,
 CHENNAI - 600 034.



LOYOLA COLLEGE OF EDUCATION, CHENNAI – 34
PHOTOS : 24-25
TRAINING AND PLACEMENT CELL
PLACEMENT TUTELAGE WORKSHOP: 2025
SESSION 1: RESUME WRITING

Date: 12.02.2025

Time: 1.15 p.m

