



Add On Course

On

Course Name: Comprehensive Guide for Resume Writing

Course Code: CC8/19/1/CGRW

Organised by

IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE

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Add on Course Organising Committee

Patron	: Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College
Course Co-ordinator	: Prof. Matin Ahmed
Members	: Prof. Sayera Begum, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan
Faculty Member	: Prof. Matin Ahmed, Prof. Farhana Nasrin

Course Name	: Comprehensive Guide for Resume Writing
Course Code	: CC8/19/1/CGRW
Course Duration	: 6 Month (January to June)
Date of Application	: 1 st Week of January
Class Start	: 1 st Week of February
Course Fees	: No fee is required for the course
Eligibility	: Students of UG level of our College
Mode	: Blended Mode
Seat Limit	: 50
Course Duration	: 30 Hours in 6 Month
Class Day	: Every Sunday
Class Time	: 11 A.M. to 1:30 P.M.
Examination Time	: 1 st Week of June
Result Publication	: 3 rd Week of June
Certificate Issued	: 3 rd Week of June

Methodology

- Theoretical and Practical Approaches.
 - Experience sharing
 - Students' Seminars
 - Project Work

Course Outcome

This course is designed to equip the students to face the emerging challenges in the job market.

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Overview of the Syllabus

Class Duration: 4 hours for each module

Module 1:

Introduction to Resume Writing

Module 2:

Understanding the purpose of a resume.
Importance of a well-crafted resume in the job search process.

Module 3:

Types of Resumes.
Chronological, functional, combination, and targeted resumes.
Advantages and best use cases for each type.

Module 4:

Key Components of a Resume:

Contact information
Resume summary or objective statement
Work experience
Education
Skills
Additional sections (certifications, volunteer experience, etc.)

Module 5:

Formatting and Layout:

Choosing an appropriate resume format.
Tips for organizing content effectively.
Font styles, sizes, and spacing guidelines.

Module 6:

Crafting an Effective Resume
Summary or Objective:
Writing a compelling introduction to grab the employer's attention.
Tailoring the summary or objective to the job position.

Module 7:

Highlighting Work Experience:

Structuring work experience section with job titles, company names, dates, and job descriptions.
Using action verbs and quantifiable achievements to demonstrate impact.

Module 8:

Emphasizing Education and Relevant Skills:

Showcasing academic achievements, degrees, and relevant coursework.
Identifying and presenting transferable skills applicable to the job.

Module 9:

Customizing Resume:

Tailoring the resume for specific job applications
Researching the company and job requirements to align resume content.

Module 10:

Proofreading and Editing:

Importance of thorough proofreading.
Tools and techniques for editing and refining resume content.

Module 11:

Finalizing of Resume:

Reviewing the completed resume for consistency and accuracy.
Choosing the appropriate file format and method of submission.
Following up after sending the resume.

Gradation: A=50-60%

A+=60-70%

O=70-100%

Assessment and Certification:

Theory and practical examination after each module.

Final Project: Solving a real-world computer-related problem.

Course completion certificate.

The examination pattern and marks distribution for the Add On Courses

Total Marks : 50 Marks

Theory Exam : 30 = i. Multiple-choice questions (MCQs) : 30 marks (2marks for 15 questions)

ii. Project report / Presentation : 10 marks

iii. Internal Assessment : 10 marks

This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.