



## Capital University of Science and Technology

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### Training Sessions – Fall 2020



Placement office organized a series of training sessions with students of last semester (Fall 2020) in the Departments of Computer Science, Management & Social Sciences and Bioinformatics & Biosciences. Students of final semester of each department attended lectures on three different topics. There were altogether eighteen such lectures. Some of the lectures were conducted online as per the new arrangement of classes (Covid-19).

The trainings were held in regular classes of different subjects to make sure the participation of all the students. The main objective of these trainings was to prepare students for their professional careers and to equip them with skills required to succeed in corporate world. Following topics were covered in these trainings and each lecture was of 1 hour and 20 minutes duration.

- Resume writing
- Job Hunting
- Interview Skills

1. Training on Resume Writing covered the following areas in detail:

- ✚ Developing a Resume
  - ◆ What is a resume and why you need it?
  - ◆ Resume formats - choosing the right one
  - ◆ Resume tips and strategies
- ✚ Including the Right Information
  - ◆ Contact information
  - ◆ Employment history

- ◆ Education information
- ◆ Additional information and references

#### ✚ Using Your Resume Online

- ◆ Preparing your resume for the internet

2. Job Hunting is the next stage to resume write up. Interactive discussions took place during the training on job hunt. Techniques of an effective job hunt and procedures were discussed in detail. Following are the key points conversed.

#### ✚ Common Myths

- ◆ There are no jobs
- ◆ I am not good at things
- ◆ No one hires fresh
- ◆ Connections are the key

#### ✚ Creative Approach

- ◆ Homework -inventory upon yourself
- ◆ What kinds of fields you want?
- ◆ Talk to people who have such jobs
- ◆ Choose the organizations
- ◆ Portals and job boards, newspaper
- ◆ Ask around, networking and show up
- ◆ Cut no corners, take no shortcuts.

#### ✚ Make a plan of Action

3. Our third topic in the series of this training was Interview Skills. The core of an interview and different types of interviews were discussed in detail. The training was focused on interview etiquettes and significant details of pre, and post interviews.

#### ✚ The outline of this training encompassed the following:

- ◆ What is an interview?
- ◆ Types of interviews
- ◆ What to prepare before an interview?
- ◆ What to do during an interview?
- ◆ Follow up after an interview

Meeting now

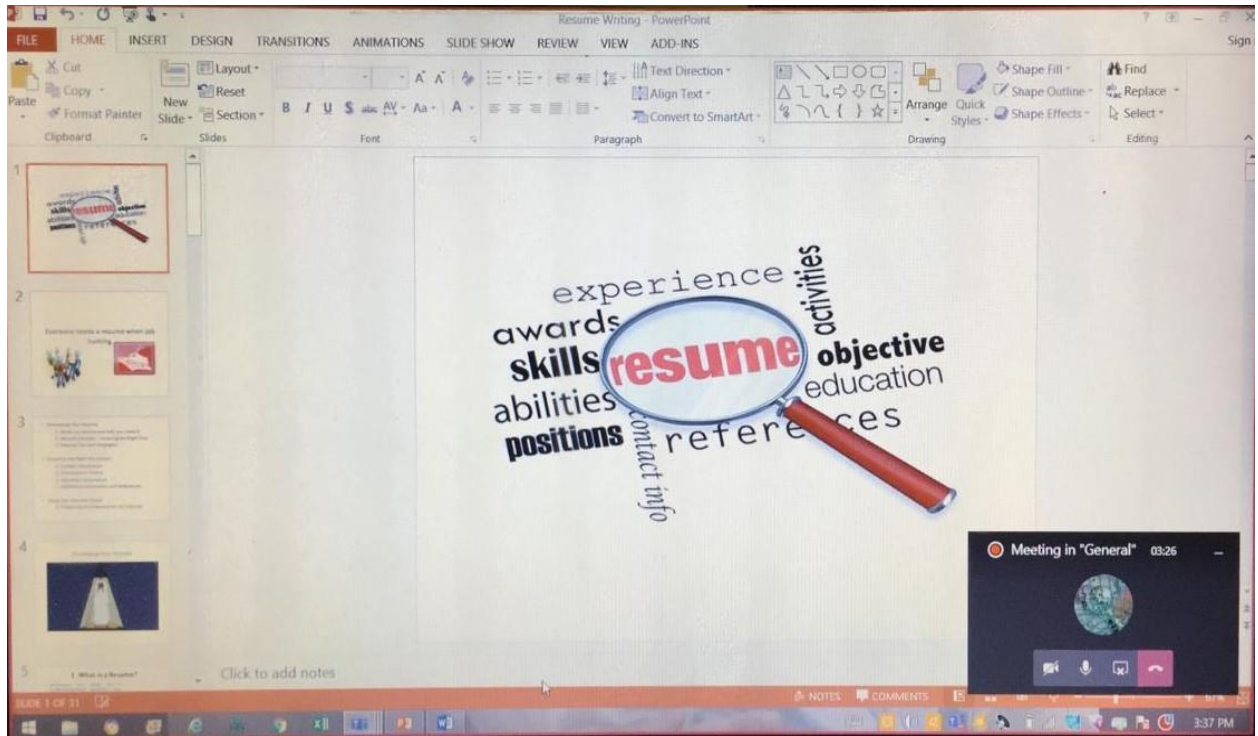
The screenshot shows a Zoom meeting window titled "Meeting now". The main area displays a grid of nine participant avatars. The top row includes: BBS171012 - ANEESA SARFARAZ, BBS171015 - MEHWISH HAFEEZ, and BBS171013 - AMINA BASHARAT. The middle row includes: BMB173004 - IRFA ZAFEEZ, BMB173006 - FATIMA HAIDER, and BMB173001 - MISBAH FAROOQUI. The bottom row includes: BBS171002 - ZOHA GHOUS, BBS163996 - SYED ALI RAZA, and BMB173002 - SAMREEN TARIQ. A toolbar at the bottom of the grid shows icons for adding more participants and a row of nine avatars. On the right side, a "Participants" panel is open, showing a search bar and a list of participants. Under "Presenters (1)", Dr. Lakhi Muhammad is listed. Under "Attendees (21)", the following names are listed: BBS163996 - SYED ALI RAZA, BBS171001 - AQSA AFTAB, BBS171002 - ZOHA GHOUS, BBS171003 - IFRA GHOUS, BBS171004 - IRAJ AHMED, BBS171005 - HUMAIRA AZMAT, and BBS171006 - ROBANA HANIF. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 12:37 PM on 03/12/2020.

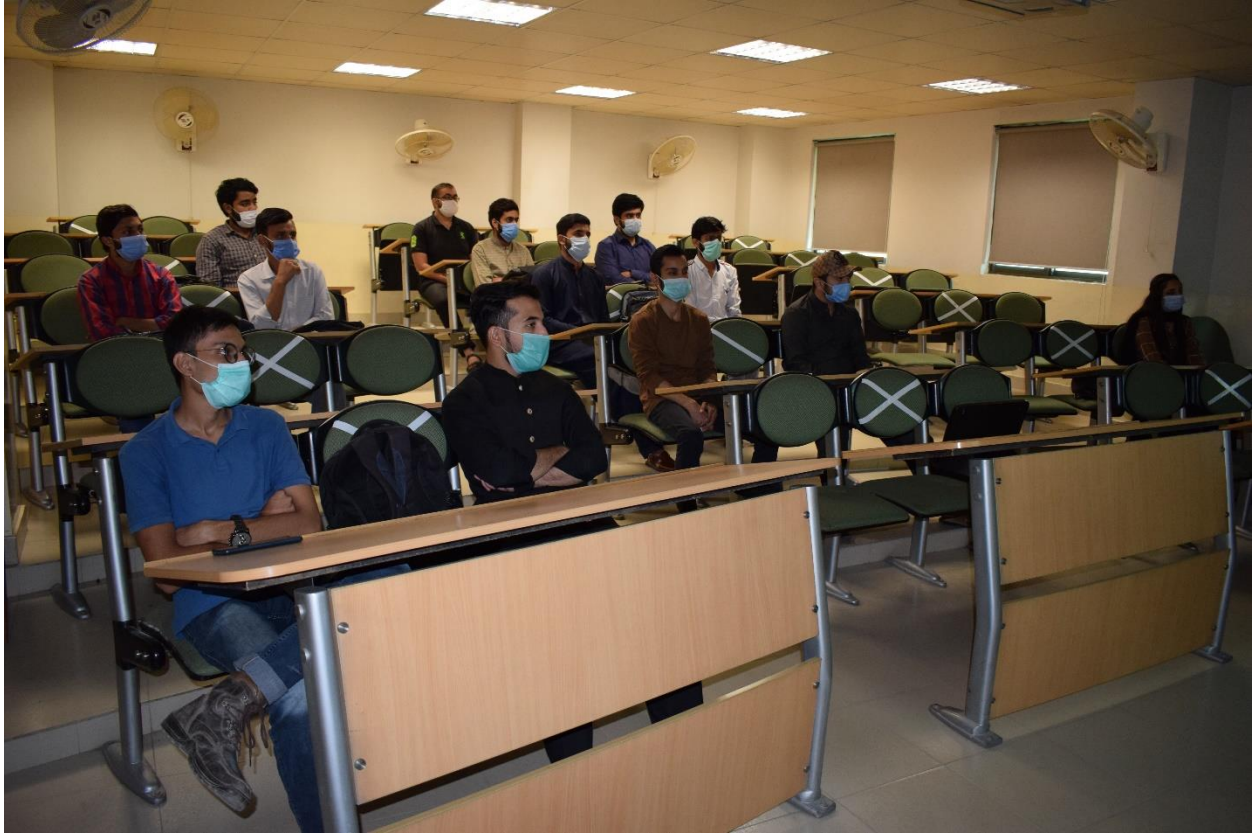
BT SE Class

08:41

Stop presenting

The screenshot shows a Zoom meeting window titled "BT SE Class" in presentation mode. The main area is a whiteboard with handwritten text: "Pre-Int", "Int", "a) By Post", "b) Email", and "c) Phone call". A toolbar at the top of the whiteboard includes drawing tools and an "Open in app" button. On the right side, a "Participants" panel is open, showing a search bar and a list of participants. The list includes: Dr. Lakhi Muhammad, Affan Ahmad Toor (Organizer), BSE153162 - ADIL JEHangir..., BSE161030 - SOHAIL AHMAD, BSE163072 - AHTISHAM BAS..., BSE163155 - SAUD RAZA, BSE171007 - USMAN ABDULL..., BSE171012 - FAIZ RAZA, BSE171016 - NAWAL FATIMA..., and BSE171027 - SHAYAN HAMID. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 2:29 PM on 10/12/2020.





Placement Office