



---

***CAPITAL UNIVERSITY OF SCIENCE AND TECHNOLOGY***

---

---

***TRAINING SESSIONS WITH GRADUATING STUDENTS***

---

---

***DEPARTMENT OF COMPUTER SCIENCE***

***DEPARTMENT OF BIOINFORMATIC & BIOSCIENCES***

***DEPARTMENT OF MANAGEMENT & SOCIAL SCIENCES***

---

<b><i>Sessions</i></b>	<b><i>Topics</i></b>	<b><i>Speakers</i></b>
<b><i>1.</i></b>	<b><i>Resume Writing</i></b>	<b><i>Dr. Ahsan Ahmed</i></b>
<b><i>2.</i></b>	<b><i>Job Hunting</i></b>	<b><i>Dr. Ansir Ali Rajput</i></b>
<b><i>3.</i></b>	<b><i>Interview Skills</i></b>	<b><i>Dr. Lakhi Muhammad Ms. Maria Mashkoor</i></b>

Placement office organized a series of training sessions with students of last semester 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.

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 this training and each lecture was of 1 hour and 20 minutes duration.

1. Resume writing
2. Job Hunting
3. Interview Skills

Training on Resume Writing covered the following areas:

- ✓ Purpose of a Resume
- ✓ Cover Letter VS Resume
- ✓ Resume Language Concerns
- ✓ Resume Structure
- ✓ Technical Aspects of Resume

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

- ✓ Creative approach for job hunting
- ✓ Common myths and ways
- ✓ Plan of action

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?
- ✓ Following up after an interview

Mock interviews were conducted as a real time experience for the exposure of students, and frequently asked questions in an interview with possible answers were conferred during an interactive discussion.

We would like to acknowledge the support of Dr. Nayyar Masood (HOD Department of Computer Science), Dr. Aamer Nadeem (Head of Software Engineering), Dr. Sahar Fazal (HOD Biosciences) and “Dr. Mueen Aizaz Zafar” (HOD Department of Management and Social Sciences).

Placement office also appreciate the effort and support of speakers, including Dr. Ansir Ali Rajput, Dr. Ahsan Ahmed, Dr. Lakhi Muhammad and Ms. Maria Mashkoor, who shared their valuable insights on important topics.







*Placement Office*





*Placement Office*

