
Attn.!!! Submit Resumes at Placement Cell on August 9, 2019

TPO VJEC <tpc@vjec.ac.in>

18 June 2019 at 14:52

To: 2016@vjec.ac.in

Cc: Laly James EEE <lalyjames@vjec.ac.in>, "Manoj. V. Thomas CSE" <manojkurissinkal@vjec.ac.in>, Raju K K ME <rajukk@vjec.ac.in>, Reema Mathew AEI <reemamathew@vjec.ac.in>, "Roshini T.V ECE" <roshini.tv@vjec.ac.in>, Saiju Thomas Office <saiju@vjec.ac.in>, Dr Benny Joseph <bennyjoseph@vjec.ac.in>

Attn. S6/S7 Students,

A resume is your personal marketing brochure with the goal of gaining the employer's attention and to giving them the information they need to bring you to the next step in the hiring process, an interview. A well written and formatted resume tells the employer a lot about your professionalism, and improves the chances for receiving an interview.

Keeping the above points in mind, I request all S6/S7 students to prepare and submit your resume. The schedule is given below:

Submit resumes to respective tutors: **July 31, 2019**

Review by tutors and giving corrections: **August 7, 2019**

Students to submit finalized resumes to TPC: **August 9, 2019**

The maximum recommended size is 2 pages. I have attached a few good sample resumes for your reference. You may also refer the templates available in the internet.

Note: Kindly send a **PDF** version of your resume to tpc@vjec.ac.in

Thanking you.

Regards,

Justine M Augustine

Training & Placement Officer

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