



Dr. Vithalrao Vikhe Patil Foundation's  
**COLLEGE OF PHARMACY**



Accredited by NAAC with Grade "A"  
Affiliated to Savitribai Phule Pune University, Pune.  
Approved by PCI, New Delhi & Recognized by UGC, New Delhi.

COPH/T&P/2024/251

Date: 4 FEB 2024

To  
Rahul Rai  
Sr. Manager, Global Talent Track

Subject : Regarding requesting for conducting the "Job Readiness Workshop".

Respected Sir,

With reference to the above cited subject, I would like to bring in your kind notice that, Dr. Vithalrao Vikhe Patil Foundation offers education in the field of Medical, Engineering, Pharmacy, Management, Agriculture, Nursing, Physiotherapy, Industrial Training Institute and CBSE School.

Dr. Vithalrao Vikhe Patil Foundation's College of Pharmacy is established in 1994. Which offers B.Pharmacy course, M.Pharmacy course in four specialization Pharmaceutical Chemistry, Pharmaceutical Quality Assurance, Pharmacology & Pharmaceutics, Pharm. D. and Ph.D. Research centre in Pharmacy. The College is accredited by National Assessment and Accreditation Council (NAAC) with Grade 'A' for Cycle 2, we are affiliated to Savitribai Phule Pune University, Pune, approved by P.C.I., New Delhi and recognized by U.G.C. under section 2 (f) & 12 (b).

We are pleased to invite you to conduct "Job Readiness Workshop" in our College for Final Year B.Pharmacy & Final Year M.Pharmacy on 20<sup>th</sup> to 24<sup>th</sup> February 2024. We are happy to work in collaboration with your esteemed organization for development of our students. Kindly revert with positive response from your end.

Waiting with Anticipation.

Thanking you,

Yours Faithfully

Dr. P.Y. Pawar

Principal

College of Pharmacy,  
Ahmednagar



(Dr. P. Y. Pawar)  
Principal

Dr. V.V.P.F.'s College of Pharmacy  
Vilad Ghat, Ahmednagar



DR. V.V.P.F.'S COLLEGE OF PHARMACY,  
AHMEDNAGAR

**rediffmail**

Mailbox of Inpcell

**Subject: Training Schedule**

From: Pradnya Pawar &lt;pradnyap@gttfoundation.org&gt; on Fri, 16 Feb 2024 15:29:36

To: Inpcell@rediffmail.com

Cc: Atif Shaikh &lt;atifs@gttfoundation.org&gt;, rahulr &lt;rahulr@gttconnect.com&gt;, Anisha Thorat &lt;anishat@gttconnect.com&gt;

1 attachment(s) - Kshitija\_Parjane\_-\_CV.png (587.85KB)

Hello Sir

Greetings!!!

As discussed, Please find the training Schedule and Trainer Profile below:-

Training Schedule:-

Batch Number	Dates	Students Count	Timings	Trainer Name	Mode of Train
Batch 1	20 TO 24 Feb 24	100	9:30 PM To 3:00 PM	Kshitija Parjane	Offline

Thanks &amp; Regards,

Pradnya Pawar

Training Co-ordinator | 8956996911 | pradnyap@gttfoundation.org



*(Signature)*  
 (Dr.P.Y. Pawar)  
 Principal  
 Dr.V.V.P.F.'s College of Pharmacy  
 Viad Ghat, Ahmednagar



Dr. Vithalrao Vikhe Patil  
Foundation  
Ahmednagar

डॉ.विठ्ठलराव विखे पाटील फाँडेशनचे

## औषधनिर्माणशास्त्र महाविद्यालय,

वडगांव गुप्ता (विळद घाट), पो. एम.आय.डी.सी., अहमदनगर  
फोन नं. (०२४१) २७७८०४४ / २७७७२१७. फॅक्स नं. (०२४१) २७७८०४४

इमेल आय.डी. : pdcophanrr@rediffmail.com

नेक मानांकन प्राप्त - 'ए' ग्रेड

पी.सी.आय. व यु.जी.सी. नवी दिल्ली मान्यता प्राप्त  
सावित्रीबाई फुले पुणे विद्यापीठाशी सलग्न



जा.कं. औनिशाम/T&P/२०२४/२५१

दि. १६/०२/२०२४

## :: सुचना ::

सर्व चतुर्थ वर्ष बी.फार्मसी, प्रथम वर्ष व द्वितीय वर्ष एम.फार्मसी च्या विद्यार्थ्यांना सुचित करण्यात येते की, दि.२०/०२/२०२४ ते २४/०२/२०२४ रोजी आपल्या महाविद्यालयात **Barcleys Foundation** चे **Global Talent Track (GTT)** या कंपनीचे "JOB READINESS WORKSHOP" आयोजित करण्यात आलेले आहे, या वर्कशॉपमध्ये व्यक्तिमत्व विकास, मुलाखत तंत्र, संभाषण कौशल्य तसेच नोकरीसाठी आवश्यक असलेल्या गोष्टींचा समावेश करण्यात आलेला आहे. तरी सर्व विद्यार्थ्यांनी वरीलप्रमाणे सकाळी ठिक १०.०० वाजता सेमिनार हॉलमध्ये उपस्थित रहावे, याची सर्व विद्यार्थ्यांनी नोंद घ्यावी.



*Pawar*  
प्रचार्य

औषधनिर्माणशास्त्र महाविद्यालय,  
(Dr. P. Y. Pawar) अहमदनगर  
Principal

Dr. V.V.P.F.'s College of Pharmacy  
Vilad Ghat, Ahmednagar



Dr. Vithalrao Vikhe Patil  
Foundation  
Ahmednagar

DR. VITHALRAO VIKHE PATIL FOUNDATIONS  
**COLLEGE OF PHARMACY**  
VADGAON GUPTA (VILAD GHAT), PO. MIDC, AHMEDNAGAR  
Phone No. (0241) 2778044 /2777180  
E-mail ID : pdcophanr@rediffmail.com  
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### JOB REDINESS WORKSHOP- 2024

Barclays Foundations Global Talent Track, Pune

Date- 20/02/2024 to 24/02/2024

Valedictory function. Time: 3.30 pm

Sr. No	Program Activity	Time	Responsibility
1	Introduction of Program	03.30 pm to 03.35 pm	Miss. Khushi Bora
2	Students Speech	03.35 pm to 03.40 pm	1. Umesh Panchal 2. Sakshi Upshingekar 3. Nikita Bhurade 4. Sanskar Akolkar
3	Guest Felicitation	03.40 pm to 03.45 pm	Miss. Kshitija Parjane – Dr.P.Y.Pawar
4	Principal Closing address	03.45 pm to 03.50 pm	Dr. P.Y. Pawar
5	Miss. Kshitija Parjane	03.50 pm to 03.55 pm	Miss. Kshitija Parjane
6	Vote of Thanks	03.55 pm to 04.00 pm	Prof. Avinash Thanage

Prof. Avinash R.Thanage

Co-ordinator  
Training and Placement Cell



Dr. P.Y. pawar

Principal  
College of Pharmacy

(Dr. R. Y. Pawar)  
Principal

Dr.V.V.P.F.'s College of Pharmacy  
Vilad Ghat, Ahmednagar



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COPH/T&P/2024/273

Date: ~~24 FEB 2024~~  
24 FEB 2024

To,  
Miss. Kshitija Parjane  
Trainer, Global Talent Track, Pune.

Subject: Regarding Appteciation Letter

Respected Madam,

I am writing this kind words to extend our sincere gratitude for being present as a Soft Skill Trainer during Job Readiness Workshop on 20<sup>th</sup> to 24<sup>th</sup> February, 2024 in our Institute. Your support in enhancing the student's professional skills through this training is greatly appreciated. The sessions conducted were not only informative but also incredibly inspiring to the students.

We would wish you better prospects ahed in the soft skill trainings and we would be glad if you contribute more in future and make ours students to develop in all aspects.

Thank you once again and we would be looking forward in future to work jointly with your organization.

Received.  
25/2/2024



Yours Faithfully,

*Pawar*

(Dr. P.Y. Pawar)

Principal

College of Pharmacy,  
Ahmednagar



*Pawar*

(Dr. P. Y. Pawar)

Principal

Dr. V.V.P.F.'s College of Pharmacy



Vadgaon Gupta (Vilad Ghat) P.O. M.I.D.C., Ahmednagar-414 111(M.S.)

Phone No.: (0241) 2778044 / 2777180



# Kshitija Parjane

Trainer - German | English | Soft Skills

## ■ ABOUT ME

I'm a Pune based Trainer associated with German language (B2.2), English language and Professional Skills. I work as a full time freelancer with various Colleges and Institutes - on field and remotely. My variety of workplaces gives me the privilege of getting to work with all age groups.

## ■ EXPERIENCE

### Global Dialect (Pune)

German Trainer, English Trainer, Soft Skills Trainer  
2018 - present  
Teaching colleges ; various domain students such as Engineering, Management, Medical, Architecture, etc.

### The Language Network (Mumbai)

German Trainer  
2020 - present  
Training Corporate professionals, Kids and various domains of college students

### Aspire Training Solutions (Pune)

German Trainer | Professional Skills Trainer  
202 - present  
Teaching German and soft skills to various colleges like JSPM, MIT, etc.

### Bilangue Institute (Nasik)

German Trainer  
2020 - present  
Training for school level students of CBSE Board

### Seniority - Evergreen Club

German Trainer | English Trainer  
2020 - present  
Teaching Languages to Senior Citizens aged 55-90

### Sinhagad Institute (Pune)

German Trainer  
2021 - present  
Teaching German to International Business Students

### Global Talent Track

Professional Skills Trainer  
2023 - present  
Training students of various domains such as Computer science, Engineering, Commerce, etc.

## ■ CONTACT

- +91 9503743560
- kshitijparjane01@gmail.com
- linkedin.com/in/kshitija-p-0b39a2184
- Pune, India

## ■ EDUCATION

- Seva Niketan Convent school -2015  
SSC - 89 %
- Sanjivani Junior College 2015-17  
HSC(Sci) - 76 %
- Sinhagad Institute 2017-20  
Bachelor of Business Administration 75 %
- Goethe Institut Max Mueller Bhavan B2.2 - German

## ■ SKILLS

- English Proficiency
- Communication Skills
- Interpersonal Skills
- Organisation Skills
- Management Skills
- MS Office Tools
- Translation skills

## ■ LANGUAGES

- English
- Hindi
- Marathi
- German

## ■ INTERESTS

- Guitar, Singing, Music
- Reading, Writing
- Travelling, Trekking
- Swimming
- Cooking



*(Signature)*  
(Dr. Y. Pawar)  
Principal

Dr.V.V.P.F.'s College of Pharmacy  
Vilad Ghat, Ahmednagar

JOB READINESS WORKSHOP: Barclays Life Skills - 30 hour Program						
Module	Sub-Module	Activity	Duration (in minutes)	Execution	Session Objective	Facilitator Notes
Introduction Preparedness	Introduction Ice Breaking exercises	Birth month game or Sing your name	20	Interacting with each other	Knowing each other helps with a better connection throughout the session	
		1. Why is it important? 2. WIIFM 3. Goals need to be: a. Specific b. Attainable c. Measurable d. Relevant e. Time-Bound	20	Scenario based activity on short term, long term and immediate goals	1. Helping them with methods of setting goals 2. Understand the importance of it and how to achieve it	
Quick Intro to 1 Year Mentoring program	Say : Now that you have understood Goal Setting, GIT is here to help you in achieving your long term goals - end goals through a 1 year Mentoring program. Why the 1 year Mentoring (Show Slides shared as a part of Orientation mail - LMS Link)	Explain the importance of the 1 year Mentoring Program Say : Link- of the mentoring Whatsapp group will be shared with all of you - Circulate the sheet to register the interest of students interested in Mentoring sessions. - Take the help of Class Representatives or VPs to get students to register using the Mentoring sheet.	10	Making them understand why they should join the group and how it will help them in career growth	Continuous improvement and goal setting	<a href="https://www.mindtools.com/pages/newLML/newLML_05.html">https://www.mindtools.com/pages/newLML/newLML_05.html</a> <a href="https://www.mindtools.com/pages/newLML/newLML_05.html">https://www.mindtools.com/pages/newLML/newLML_05.html</a>
		Ask Participants : Have you set goals? What is your understanding on SWOT analysis? Make your goals SMART Topics : Plan a trip/job in my dream organisation Ask : Is your goal SMART?	10	Discussion Question & Answer round	Understanding the relation between SMART Goal and SWOT Analysis	
Building an Image Virtually/Online	LinkedIn (Profile Management)	Brainstorming/Q&A	15	Journey from short term goals to long term goals - Strategies		
		1. Train the candidates on how to create LinkedIn profile 2. Explain the significance of LinkedIn 3. Show sample profiles of other freshers/final year students for better understanding 4. Explain the important parts of a profile that need to be created	40	1. Creation of own profile 2. Search about your dream company and groups on LinkedIn and connect with them- Home work	To gain knowledge on LinkedIn account management and tips to enhance a profile	
SWOT Analysis	Importance of SWOT analysis Projecting your positive attributes	Case study on self-analysis	30	Brain storming on SWOT analysis		<a href="https://www.mindtools.com/pages/newLML/newLML_05.html">https://www.mindtools.com/pages/newLML/newLML_05.html</a> <a href="https://www.mindtools.com/pages/newLML/newLML_05.html">https://www.mindtools.com/pages/newLML/newLML_05.html</a>



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Assessment	Ask participants: How would you use SWOT Analysis	Tell me something about yourself- strengths & weaknesses	20	Use of SWOT analysis in overcoming your weaknesses using your strengths- strategies & examples	Helping them understand their strengths and working on their weaknesses	<a href="http://faculty.bass.berkleez.edu/robinsop/papers/2000/07/11/c452003.pdf">http://faculty.bass.berkleez.edu/robinsop/papers/2000/07/11/c452003.pdf</a>
Communication Skills	<p>1. What would they do to overcome the Threats (major focus on communication)</p> <p>2. Why is clear communication important?</p> <p>1. Introduction</p> <p>2. Ask participants: How much time does it take to create an impression?</p> <p>3. Verbal vs Non verbal</p> <p>4. Communication model</p> <p>5. Mehrabian's principle</p> <p>6. Written communication</p> <p>7. Grammar, sentence structure, punctuation</p> <p>8. Barriers to communication</p>	Game- Chinese whisper	15	Understanding the importance of Communication skills & Listening skills	Understanding the importance of Communication skills & Listening skills	
Conflict Resolution	<p>Transition: Win as much as you can with the right communication</p> <p>Ask : What did you learn? What are your observations? Can we say miscommunication leads to conflict? Let's talk about it.</p> <p>1. What is conflict resolution?</p> <p>2. Why should you resolve conflict?</p> <p>3. When should you resolve conflict?</p> <p>4. How should you resolve conflict?</p> <p>Transition: Shirley and Abdul conflict</p> <p>Ask : What are your takeaways? Can collaborating with each other help in this case? Think about it.</p>	<p>Exchange</p> <p>Role plays</p> <p>Mock telephonic interviews</p> <p>Word scavenger game</p>	30	Question about the learning from the activity	Understanding of how listening skill plays vital a role while communicating	
Collaboration	<p>The 3 important skills for teamwork and collaboration-</p> <p>1. Trust</p> <p>2. Tolerance</p> <p>3. Self awareness</p> <p>Transition: After the activity, brainstorming on : How collaboration leads to accommodation?</p> <p>1. Points to keep in mind while accommodating</p> <p>2. Try to keep them flexible and simple</p> <p>3. Be sure to appoint a responsible person's</p>	Case Study + Discussion	25	Discuss strategy to resolve conflicts using the case study. Other examples should also be used to ensure effective grasping by the participants	Enlighten participants about the types of conflicts faced in the corporate world and their outlook on resolution	<a href="https://online.sharmila.edu/2016/conflict-resolution-strategies">https://online.sharmila.edu/2016/conflict-resolution-strategies</a>
Accommodating	<p>Transition: After the activity, brainstorming on : How collaboration leads to accommodation?</p> <p>1. Points to keep in mind while accommodating</p> <p>2. Try to keep them flexible and simple</p> <p>3. Be sure to appoint a responsible person's</p>	Divide them in groups. One group being the client & the other being the delivery partner. Get the groups to collaborate with each other in this scenario and focus on collaboration skills	40	Discuss 3 important skills for teamwork & collaboration- 1. Trust- What would you gain? 2. Tolerance- Why is it necessary? 3. Self-awareness- How would this benefit them?	Helping them understand how collaboration helps get work done in a better and faster manner	<a href="https://www.pmi.org/learning/library/transforming-collaboration-beyond-project-success-1899">https://www.pmi.org/learning/library/transforming-collaboration-beyond-project-success-1899</a> <a href="https://www.mindgig.com/articles/2016/08/08/10-ways-to-improve-collaboration/">https://www.mindgig.com/articles/2016/08/08/10-ways-to-improve-collaboration/</a>

*(Signature)*  
Dr. P. Y. Pawar

Principal  
Dr. V.V.P.F.'s College of Pharmacy  
Vilad Ghat, Ahmednagar





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<p><b>Compromising</b></p> <p>Transition: After the case study, discuss if we cannot accommodate then compromise</p> <p>1. When should you compromise?          2. Why is it important?          3. Win-win for both</p> <p>Transition: Basis on the case study, discussing when and how much should you compromise and what are the people skills required</p>	<p>Case study</p>	<p>10</p>	<p>Discussion + Case study</p>	<p>Understanding the importance of compromising for relationship building</p>	
<p><b>Quick Intro to 1 Year Mentoring program</b></p> <p>Say: Before we move onto People Skills, GTT is here to help you in honing all skills including People Skills through a 1 year Mentoring Program.          Why the 1 year Mentoring (Show Slides shared as a part of Orientation mail - LMS Link)</p> <p>1. People skills for self          2. Verbal / Non verbal communication          3. Positive attitude          4. Listening skills          5. Openness to feedback          6. Reliability</p> <p>Transition: Discussion on how changes can help in improving people skills. What needs to be done for people skills with Team?</p> <p>People skills for team:          1. Leadership          2. Open-mindedness          3. Integrity          4. Teamwork          5. Fairness</p> <p>Transition: Role-plays can be planned by dividing the participants into groups and thereafter, checking as a team if all the members are working towards the people skills for the team. Checking is that helping towards problem solving and leading to better decision making.</p> <p>People skills for problem solving:          1. Identify and define the problem          2. Come up with possible solutions          3. Evaluate the options          4. Choose the best solution          5. Implement the solution          6. Evaluate the outcome</p> <p>Transition: Ask them what did they learn? Will they adapt to this concept? What is adaptability?</p>	<p>15</p>	<p>10</p>	<p>Making them understand why they should join the group and how it will help them in career growth</p>	<p>Continuous improvement and goal setting</p>	<p><a href="https://www.forbes.com/sites/equibon/sub/2013/11/15/26-people-skills-you-need-to-succeed-at-work/">https://www.forbes.com/sites/equibon/sub/2013/11/15/26-people-skills-you-need-to-succeed-at-work/</a>  <a href="https://www.mindtools.com/pages/new/09/0908/PeopleSkills-Toolkit.pdf">https://www.mindtools.com/pages/new/09/0908/PeopleSkills-Toolkit.pdf</a></p>
<p><b>People Skills</b></p>	<p>Role play</p>	<p>51</p>	<p>Activity based learning</p>	<p>Drive the importance of effective communication skills</p>	
<p><b>People Skills</b></p>	<p>Role play / videos on team work and integrity</p>	<p>45</p>	<p>Activity based learning</p>	<p>Ensuring the trainees learn teamwork, openmindedness, integrity, leadership</p>	
<p><b>People Skills</b></p>	<p>Questions &amp; discussions, win-win solutions, and implementation</p>	<p>20</p>	<p>Discussion</p>	<p>Assist in identifying problem solving techniques for different situations</p>	
<p><b>People Skills</b></p>	<p>Helpful for every individual in understanding other's thought process</p>	<p>20</p>			

*Gawa*  
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<b>Stress Management</b> 1. How do you manage it? 2. Avoid missing Stress 3. Stay organized 4. Be comfortable 5. Forget multitasking 6. Control perfectionism Transition: Did meditation help? Meditation helps us become calmer and thus, opens us to being more flexible.	Meditation, laugh out loud activity	20	Activity based learning	Understanding the importance of stress-free work life	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
<b>Flexibility</b> 1. What is flexibility at work? 2. Why is it important? 3. How does it help? Transition: Did flexibility help? Were there any challenges? Will you be able to meet timelines better if you are flexible? Try to innovate a solution.	Case-study (Case study about an employee who is a dad too and needs more time to spend with his toddler) + Role play	10	Discussion based on case study	Devising how flexibility helps at work	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
<b>Innovation &amp; Initiative</b> 1. Why is it vital to innovate? 2. What difference would it make? 3. Would you take the initiative to try something new? Transition: Did innovation work? Analyse the process	Elicit responses from the participants	10	Give the same task to all and ask them to come up with innovative ways to complete it.	Understanding of meeting deadlines at the workplace	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
<b>Analysis</b> 1. Importance of analysis at workplace 2. How does it help you? Transition: Were you able to analyse? Did you involve your team in the process? Let's talk about it.	Discussion on real-life situations	20	Research on online platforms which platforms support innovations and give sponsorships- Home work	Understanding how innovation works	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
<b>Team work</b> 1. Why is it important? 2. What is the significance? 1. What did you learn? 2. Is your team reliable? 3. Did you analyse your role? does it need change? Transition: Will this help you with your employability cycle?	Blindfold activity / open your knots activity	15	Continuity of the previous activity by helping them analyse it	Identifying how analysing works	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
1. Job Seeking-First step towards job seeking? 2. How to write a resume? 3. What points to highlight? 4. If the resume needs any changes, how to go about it? 1. Resume writing-was the resume well written? 2. Can the participant explain it as well? 3. Is he/she prepared for the next step (interview test)?	Discussion on : Will this help you with your employability cycle?	50	Group activity where a person will be blind folded and other team members are going to guide or lead him	Understanding team work and how effective it is at work	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
Get them to write a resume and then evaluate it, introduce yourself	Discussion on : Will this help you with your employability cycle?	15	Hierarchy of team	Understanding the importance of team in the workplace	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
		75	1. The to-do list 2. Resume writing 3. Points to highlight	Understanding the importance of resume writing and the instructions to be followed	<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>
		40	Dos and don'ts of resume writing		<a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a> <a href="https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress">https://www.utterhealth.org/healthandbody/10-simple-ways-to-cope-with-stress</a>

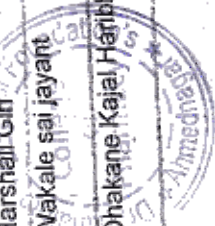
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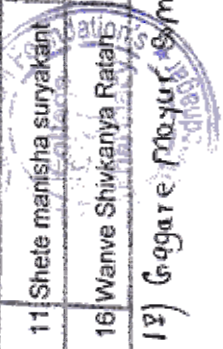

  
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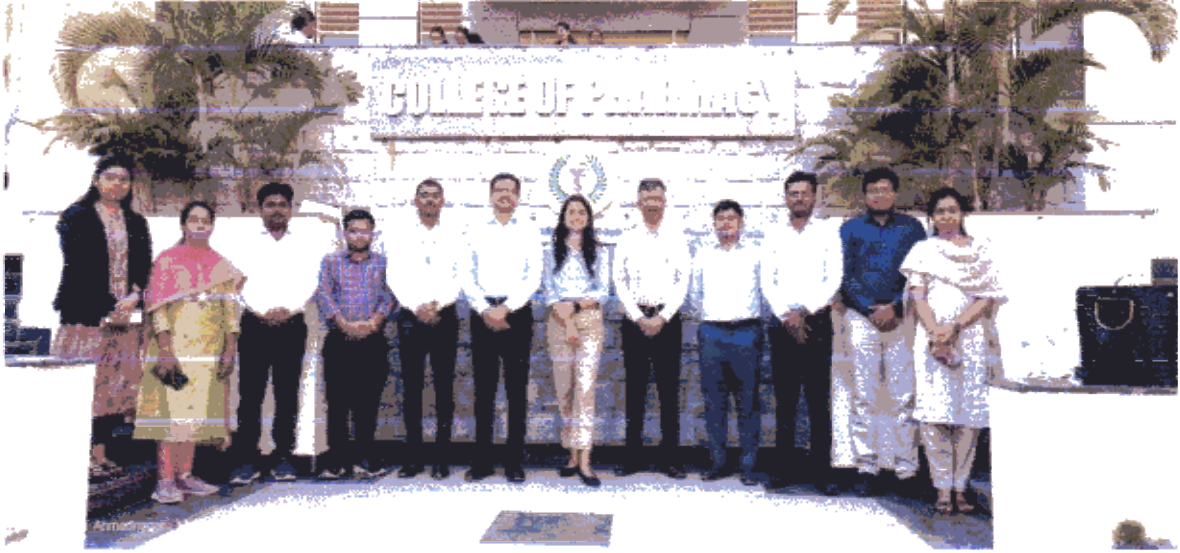
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