



**DJ ACADEMY
FOR MANAGERIAL
EXCELLENCE**

(An Exclusive Business School)
Affiliated to Bharathiar University Coimbatore

RESUME BUILDING & E-MAIL ETIQUETTE

**ACADEMIC
CONNECT**

(An Interaction Initiative with Academia)

**06th November 2021
Saturday @ 11.00 am**



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(A Stand-alone Business School)
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SPEAKER

Prof Sukanya Raghunathan
Faculty - Management
Head - Personality Enhancement Program
IFIM Law School
Bengaluru

TOPIC

Resume Building & E-mail Etiquette

djacademy.ac.in

DJAME works in tandem with industry through its association with Lakshmi Machine Works Limited (LMW), Coimbatore. LMW and its related companies support DJAME through Access to Industrial Expertise, Experiential Learning through Practising Managers and Value Added Programs.



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Why a Resume?



Knowledge



Skills



Attitude



Academic Connect – Resume Building & E-mail Etiquette BY Prof Sukanya Raghunathan, Faculty-Management, Head- Personality Enhancement Program, IFIM Law School, Bengaluru addressed to the Management students on 06th November 2021.

REPORT

D.J. Academy for Managerial Excellence organized an event as a part of Academic Connects which is an interactive initiative with Academia on 06th November 2021 in which Prof Sukanya Raghunathan, Faculty - Management, Head - Personality Enhancement Program, IFIM Law School, Bengaluru addressed the students on 'Resume Building & E-mail Etiquette'

Prof Sukanya Raghunathan is a certified soft skills trainer from the Indian Academy of Training & Development, IATD, and has helped many students and professionals transform into better and assertive communicators, public speakers, team players, and leaders. She has handled soft skills training for students at Jain University, IFIM Business School, IIMR, SJCIT, and Jain Engineering College.

She dwelt in detail on the importance of a Resume for an interview, and the difference between a CV & Resume, she also highlighted on the sections to be incorporated, the things to remember, and the common mistakes people make while building a resume. She also spoke in detail on email etiquette which is an important skill for an MBA student.

The session was followed by a Q&A session. Students and faculty members of DJAME and other institutions took part in this interaction initiative.



A handwritten signature in green ink, appearing to be "Dr. A. G. V. Narayanan".

Director

Dr. A. G. V. Narayanan
Director,
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