

CHHOTUBHAI GOPALBHAI PATEL INSTITUTE OF TECHNOLOGY, UTU
Department of Computer Engineering/ Artificial Intelligence & Data Science/
Information Technology/ Cyber Security

A REPORT of Expert Talk

On

Professional Communication and Resume Building, 23rd March 2024

Organizing Department	Department of Computer Engineering/ Artificial Intelligence & Data Science/ Information Technology/ Cyber Security
Coordinator	Dr. Rachna Patel
Target Audience	B.Tech. 6 th semester students of CE/ AI&DS/ IT/ Cyber Security department
Total Number of present students	198
Date of Programme	23 rd March 2024 9:00 AM to 10:30 AM
Invited Speaker	Mr. Parth Bhatt, Assistant professor, Uka Tarsadia University

An Expert talk was delivered by Mr. Parth Bhatt, Uka Tarsadia University, Bardoli. He has delivered talk on **“Professional Communication and Resume Building” on 23rd March, 2024 at Manjula Auditorium, UTU.**

Mr. Parth Bhatt has discussed the following topics of Professional Communication and Resume Building in details:

- ✓ Effective verbal, non-verbal, and written Communication Skills
- ✓ Writing professional emails
- ✓ Resume Writing essentials like Formatting the contents, Action verbs, Quantifying achievements
- ✓ Example has been given how to prepare the resume in one page.





