



GL BAJAJ

Institute of Management & Research

Approved by A.I.C.T.E., Ministry of HRD, Govt. of India

Roll No.....

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

POST GRADUATE DIPLOMA IN MANAGEMENT (2020-22) END TERM EXAMINATION (TERM -III)

Subject Name: **Resume Writing & Art of Converting SIP into PPO (SSP-III)** Time: **02.30 hrs**
Sub. Code: **PG-23** Max Marks: **60**

Note:

All questions are compulsory. Section A carries 10 marks: 5 questions of 2 marks each, Section B carries 30 marks having 3 questions (with internal choice question in each) of 10 marks each and Section C carries 20 marks one Case Study having 2 questions of 10 marks each.

SECTION - A

Attempt all questions. All questions are compulsory.

2×5 = 10 Marks

Q. 1 (A): What are the three goals of summer internships?

Q. 1 (B): What is the difference between a Resume and a CV?

Q. 1 (C): Why it is important to research about the company before appearing in the interview?

Q. 1 (D): Why it is important to attend pre-placement presentations?

Q. 1 (E): Are the resumes same for different occupations? Write examples.

(Entire Sec A has assigned CO1)

SECTION - B

10 x 3 = 30 Marks

All questions are compulsory (Each question has an internal choice. Attempt any one (either A or B) from the internal choice)

Q. 2: A): A professional resume is key to your job search. It must highlight your skills, experience, work history, and important accomplishments so that hiring managers can determine whether or not you're qualified for a job. However, there are a few things that don't belong on your resume. Discuss in detail about the things that shouldn't be there in the resume with reasons. (CO3)

Or

B): Employers hire people for specific jobs. Each job comes with its own duties and responsibilities. An employer needs to know that you are qualified to do the specific job properly. Is it better to position yourself as a generalist or specialist on your resume? Explain with reasonable examples. (CO3)

Q. 3: A): Which resume format is best to use: Chronological, Functional, Mixed, Or CV? Should we make separate resume for campus and off-campus placement? Justify your answer with suitable examples. (CO2)

Or

B): How the summer-internship project report submitted to the company can carve a way for pre-placement offer? How the project report submitted at the company is different from the university one? (CO2)

Q. 4: A): What are the skills required for Group Discussion? What are the benefits and drawbacks of leading and concluding a GD? (CO4)

Or

B): How to use LinkedIn effectively during the job search? Do the LinkedIn testimonials and skill endorsements play any role in job search? (CO4)

SECTION - C

Read the case and answer the questions

10×02 = 20 Marks

Q. 5: Case Study: (CO5)

“Sujatha was able to find The Intern Group through the university for summer internship. She got an email around April-May that the university sent with a lot of different options, mostly for virtual internships, encouraging students to apply and mentioning that there can be discounts for students. Sujatha was not planning on doing anything this summer to be honest, but during the pandemic she felt that she can make a better use of her time since she wasn't allowed to go out or do other activities she planned to for the summer. Sujatha would totally recommend The Intern Group to another student, and in fact she has already with some of her friends from back home and from the university! With the discount that students from the University of Essex get, it is totally worth it. At the beginning it does look a bit expensive but don't let this put you off. Sujatha learned so much not only from the internship she was placed into but from all the activities and the work that The Intern Group has done for her. She was 'taught' to write a better CV and even a cover letter, practice for an interview, and there is a training that takes around 12 weeks to complete about how to succeed in the workplace which can be either an internship or a full-time job. Also, because it was remote, they are given the tools to learn how to succeed and get used to working virtually. She actually just finished her internship two days ago and she was so happy not only because she wanted to rest but because she had completed one more challenge in her student life that she know it's going to significantly serve her in the future. Sujatha has learned so much about what a virtual real-life work looks like as well as new skills that she never realized about herself. Sujatha worked in a non-profit, non-partisan organization based in New York City called Concordia. Their goal and their main job was to create partnerships between the private, public and non-profit sector to come up with solutions and unite to combat against issues that are present in the world. Sujatha worked in the Strategic Engagement team which focused on acquiring sponsors for many of the events they organized to elevate topics like racial inequality, climate change, financial investing in women, response and recovery from COVID19 and more. Additionally, Concordia has Leadership Council that helps Concordia achieve and expand its network and its platform to reach other people and create more partnerships. The SE team works closely with the Leadership Council, which is conformed of various former heads of states, CEOs, and other high-level leaders from all sectors. Sujatha contributed by preparing business proposals for sponsors, created social media material related to sponsors and members of the Leadership Council, organized data, did extensive research on valuable organizations and individuals that could potentially join the Concordia network and work along with them. Working remotely was definitely a challenge but for her it has been worth it. It can sometimes be overwhelming and cause anxiety to seat in front of a computer for 8 hours a day Monday to Friday but it is something that interns/students should get used to because they never know when their lives can be disrupted from what they were used to. She thinks it also help to improve her IT skills which are believed to be extremely useful in any career one goes into. Sujatha was essentially able to learn ways to not distract herself, organize her schedule while at the

same time prioritizing her physical and mental health and maintain professionalism. It was an amazing experience to work in such a prestigious organization and to learn so much about the world and about herself. Sujatha know this experience will help her get to where she want to in the future and it is an amazing feeling to know that in such difficult times they are facing right now, she was able to do something useful that is making some kind of change in the world”.

Question

Q 5 (A): This case summarizes the experiences of summer internship of Sujatha. Discuss how her experiences are going to help her in future professional life?

Q 5 (B): Suggest some strategies for Sujatha to convert her summer internship into pre-placement offer?

Mapping of Questions with Course Learning Outcome

Question Number	COs	Marks Allocated
Q. 1:	CO1	10 marks
Q. 2:	CO3	10 marks
Q. 3:	CO2	10 marks
Q. 4:	CO4	10 marks
Q. 5:	CO5	20 marks

Note: Font: Times New Roman, Font size: 12.