



ATHARVA EDUCATIONAL TRUST'S  
**ATHARVA COLLEGE OF ENGINEERING**

(Approved by AICTE, Recognized by Government of Maharashtra  
& Affiliated to University of Mumbai - Estd. 1999 - 2000)  
ISO 2100:2018 ISO 14001:2015 ISO 9001:2015  
NAAC Accredited A+

ACE/SEMINAR/HAS/FR- 32/2024-25

DATE: 2<sup>nd</sup> April 2025

**Guest Lecture on “Masterclass on Resumes & PowerPoints”**

<b>Date:</b>	02.04.2025
<b>Time:</b>	12.00 pm to 2:00 pm
<b>Venue:</b>	Smart Classroom 1, Phase 1
<b>No. of students attended:</b>	58
<b>Resource Person:</b>	Dr. Vishal Gandhi
<b>Coordinator:</b>	Dr. Abhilasha Saini, Dr. Priyanka Badani

**Objective:**

- To understand the key principles of crafting effective resumes and PowerPoint presentations.
- To learn how to structure a compelling resume with impactful language and formatting.
- To develop strong presentation skills, including storytelling and confident delivery.
- To identify and avoid common mistakes in resumes and PowerPoint presentations.

**Outcome:**

- Students will understand the key elements of an effective resume and PowerPoint presentation.
- Students will be able to create a professional, well-structured, and tailored resume.
- Students will design visually appealing and engaging PowerPoint slides.
- Students will improve their presentation and communication skills for impactful delivery.
- Students will recognize and avoid common mistakes in resumes and PowerPoint presentations.



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## Topics Covered:

- **Resume Structure & Essentials** – During the session the emphasis was on the Key sections, formatting, and professional presentation.
- **Writing Impactful Resumes** – The speaker shared his experience by using action verbs, quantifying achievements, and tailoring content.
- **PowerPoint Design Principles** – Students were made aware about Creating clear, visually engaging, and effective slides.
- **Effective Presentation Techniques** – Various methods like Storytelling, body language, and audience engagement were shared.
- **Common Mistakes & Best Practices** – Students learned to avoid resume errors and improve slide effectiveness.

## Orientation Program Photographs:



