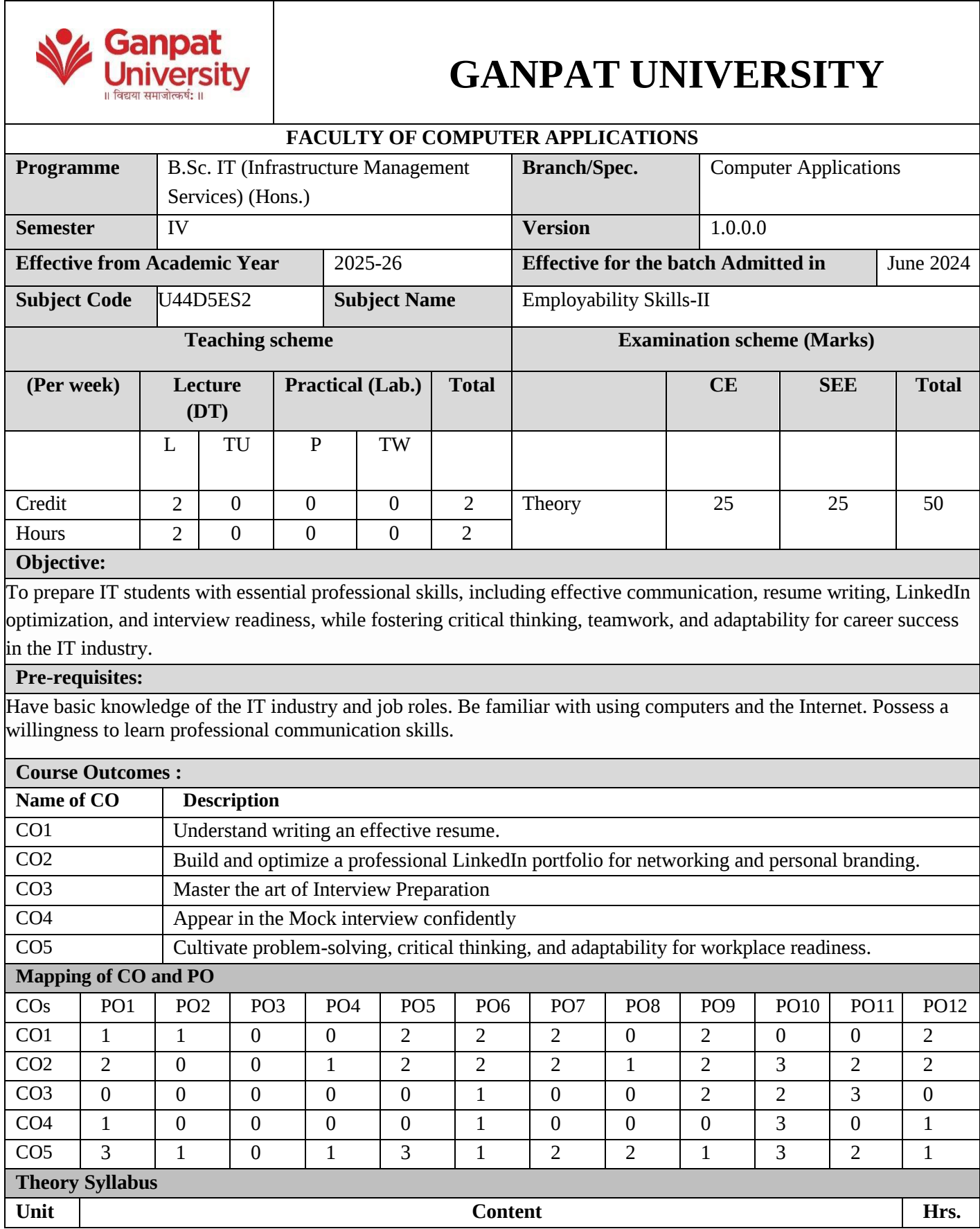




1	Resume Writing and Cover Letters Biodata/Resume/CV, Components of a compelling resume for IT roles (format, key sections), Types of Resumes, Writing a tailored resume for job descriptions, Crafting professional cover letters, Using ATS (Applicant Tracking System)-friendly formatting and keywords.	06
2	LinkedIn Portfolio Management and Networking Setting up and optimizing a LinkedIn profile (headline, summary, experience, skills), Building a professional network on LinkedIn, Writing and sharing engaging posts and articles, Leveraging LinkedIn for job searches and connections.	06
3	Interview Preparation Characteristics of an effective interview, Types of IT interviews: Technical, HR, and behavioral, commonly asked IT interview questions and STAR technique for answering, handling technical challenges and coding interviews, Non-verbal Communication at Interview	06
4	Mock Interviews Conducting mock interviews with personalized feedback	06
5	Workplace Readiness and Soft Skills Problem-solving and critical thinking in IT projects, Teamwork and collaboration in agile and remote environments, Workplace etiquette and adaptability.	06
Text Books:		
1	The Resume Writing Guide: A Step-By-Step Workbook for Writing a Winning Resume by Lisa McGrimmon, CreateSpace Independent Publishing Platform, 2014, ISBN: 1502429322, 9781502429322.	
2	"LinkedIn Unlocked: Unlock the Mystery of LinkedIn to Drive More Sales Through Social Selling" by Melonie Dodaro, CreateSpace Independent Publishing Platform	
3	"Cracking the Coding Interview" by Gayle Laakmann McDowell, 6th edition, CareerCup;	
Reference Books:		
1	Essential Guide to Resume Writing: A Simple Guide to Write Perfect Resumes by Muthukumar Gopalakrishnan, 2022, ASIN: B09RMVVQM9	
2	Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India	
3	LinkedIn Interview Mastery: How to Find the Perfect Fit for Your Team Through Effective LinkedIn Interviews (LinkedIn Pro: Mastering Career Success with the Ultimate Networking Platform) by Barrett Williams	
Web References / MOOC / Certification Course:		
1	Free Resume and CV Writing Tutorial - Introduction to Resumes & Cover Letters Udemy	
2	Free Interviewing Skills Tutorial - Overcoming Job Interview Anxiety: Reduce Stress & Get Hired! Udemy	
3	How to Write a Resume? https://www.coursera.org/learn/how-to-write-a-resume?	
Question Paper Scheme:		

	University Examination Duration: 1 Hour	
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Paper Structure:

Q-1 Must be from Unit 1: Any One out of Two **(05 Marks)** CO1

Q-2 Must be from Unit 2: Any One out of Two **(05 Marks)** CO2

Q-3 Must be from Unit 3: Any One out of Two **(05 Marks)** CO3

Q-4 Must be from Unit 4: Any One out of Two **(05 Marks)** CO4

Q-5 Must be from Unit 5: Any One out of Two **(05 Marks)** CO5