

Time: 1:00 Hour

Marks: 25

Instructions:

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que.1 Answer any TWO questions of the following. (10)

- (1) What are the essential components of Resume?
- (2) What are the differences between Resume and Curriculum Vitae?
- (3) What common errors should be avoided while writing Resume?
- (4) Why are Resumes important?

Que.2 Answer any TWO questions of the following. (10)

- (1) What is the meaning of Interview? How to prepare for Interview?
- (2) What is purpose of Interview?
- (3) What are the types of Interviews?
- (4) Write a short note on 'Do's and 'Don'ts in Interview.

Que.3 Answer any ONE question of the following. (05)

- (1) Write a short note on meaning and procedure of Group Discussion.
- (2) What is the importance of knowledge in career opportunities?
