noble
GROUP OF INSTITUTIONS
• JUNAGADH •
An Integrated Technical Education Campus
AICTE - Approved, GTU - Affiliated

A Workshop Report on

Celebration of 'Girls in ICT' Day
April 23, 2015

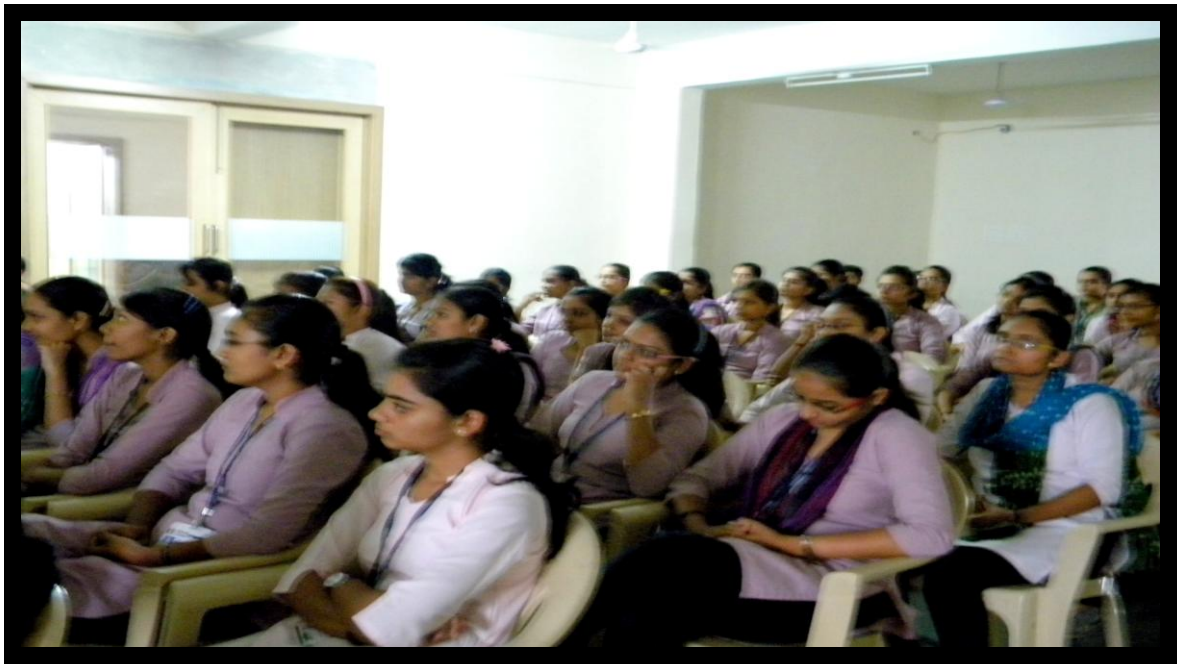
At

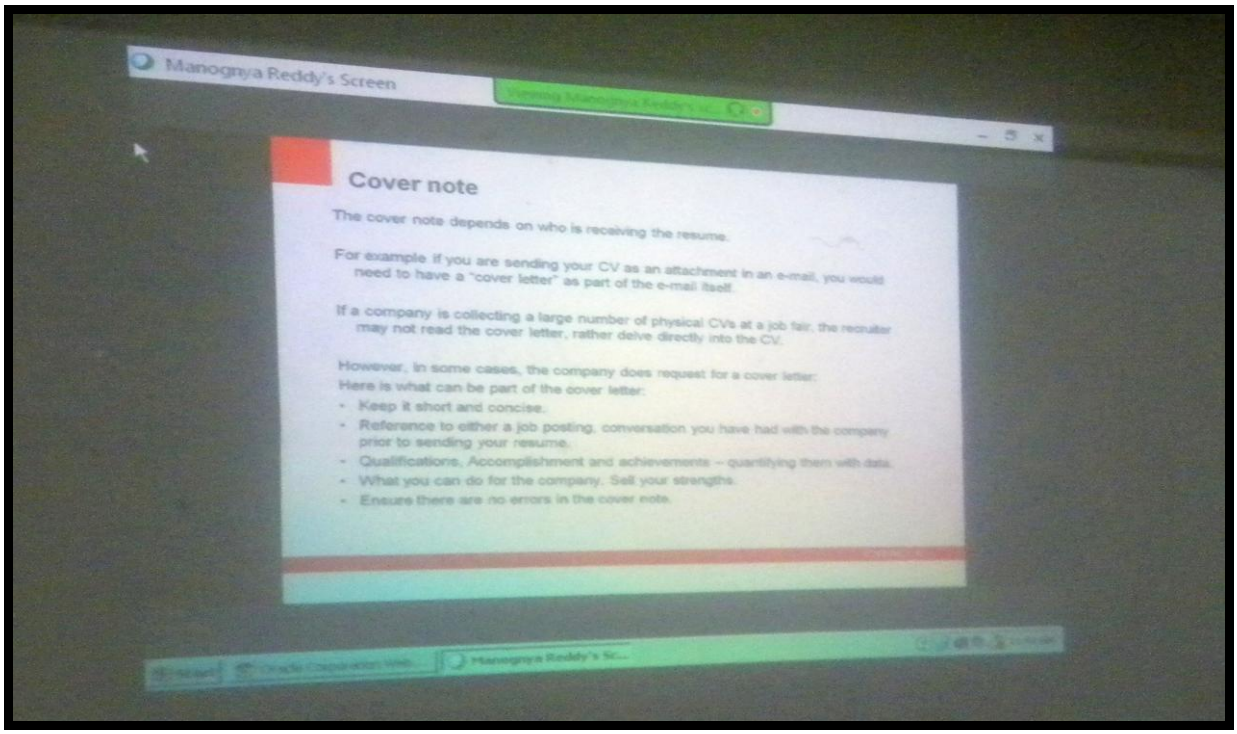
NOBLE GROUP OF INSTITUTIONS, JUNAGADH

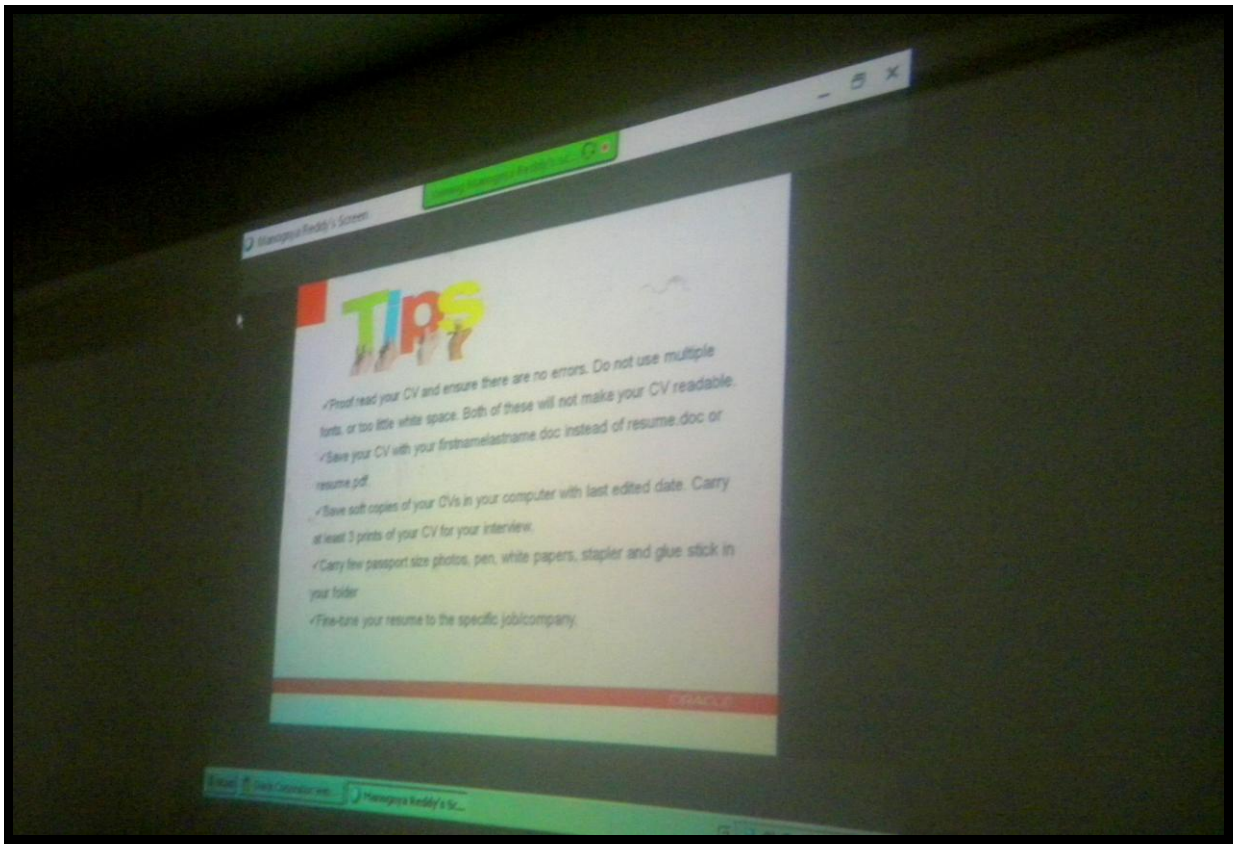
Open Source Technology Club of **Noble Group of Institutions, Junagadh** has celebrated **International Day of 'Girls in ICT' (Information and Communication Technology).** It aims to create a global environment that empowers and encourages the girls and young women to consider careers in the growing field of information and communication technologies.

The programme started with the welcome speech by **Dr. Vipul Vekariya**, Vice Principal (NGI) and HOD of Computer Science and Information Technology Engineering Department. Dr. Vipul Vekariya has brought light to make girls aware of the vast possibilities offered by ICTs and given them the confidence to pursue ICT studies/careers. Ms. Pooja Vaishnav, Assistant Professor in CSE/IT Department has shaped the programme by few words of mirth and motivation. All the faculty members of the college have been present in this workshop to encourage the girl students to build their careers in the emerging field of Information and Communication Technologies.

To empower girls to pursue their careers in ICT, **Ms. Manognya Reddy**, Oracle Campus Recruitment APAC, has taken an initiative and delivered a speech on exploring various aspects while entering into this emerging field. She has showed how to excel in the field of information and communication technologies. The discussion followed by the questionnaire with the girls students who want to pursue their careers in this field.




Manogna Reddy's Screen
Cover note
The cover note depends on who is receiving the resume.
For example if you are sending your CV as an attachment in an e-mail, you would need to have a "cover letter" as part of the e-mail itself.
If a company is collecting a large number of physical CVs at a job fair, the recruiter may not read the cover letter, rather delve directly into the CV.
However, in some cases, the company does request for a cover letter:
Here is what can be part of the cover letter:
- Keep it short and concise.
- Reference to either a job posting, conversation you have had with the company prior to sending your resume.
- Qualifications, Accomplishment and achievements -- quantifying them with data.
- What you can do for the company. Sell your strengths.
- Ensure there are no errors in the cover note.


Tips
✓Proof read your CV and ensure there are no errors. Do not use multiple fonts, or too little white space. Both of these will not make your CV readable.
✓Save your CV with your firstnamelastname.doc instead of resume.doc or resume.pdf.
✓Save soft copies of your CVs in your computer with last edited date. Carry at least 3 prints of your CV for your interview.
✓Carry few passport size photos, pen, white papers, stapler and glue stick in your folder.
✓Fine-tune your resume to the specific job/company.