



Manali Patil <manali.patil@ptvaim.com>

CV Designing & Resume Building Session

Jigar Patel <jpatel@ptvaim.com>

Thu, Nov 22, 2018 at 5:33 PM

To: OMKAR DARDE <od231092@gmail.com>, nilampatil0804@gmail.com

Cc: Manali Patil <manali.patil@ptvaim.com>, Bhooshan Malkani <bhooshan.malkani@gmail.com>, Tejashree Deshmukh <tdeshmukh@ptvaim.com>, Admin <admin@ptvaim.com>, Accounts Department <accounts@ptvaim.com>

Dear Students, (@Omkar @Nilam: Please forward this mail to your batch mates and mark us in CC)

The Placement Cell has organised a Session on '**CV Designing & Resume Building**' for your benefit on **Saturday, November 24, 2018** as per the following schedule:

Division A: 11 am to 1.30 pm

Division B: 2.15 pm to 4.45 pm

ATTENDANCE FOR THIS SESSION IS COMPULSORY FOR ALL STUDENTS

Students have to bring a hard copy of their updated CV for this session as individual queries will be resolved during the session.

We have attached the CV format with this mail for your reference. In the CV you can discard those areas completely where you have nothing to write.

For eg: If you don't have any work experience, delete the complete 'Work Experience' area. Do not leave it blank or write NIL there.

Thank you.




Tejashree Deshmukh
Director
PTVA's Institute of Management
Chitrakar Kekar Marg,
Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.

With regards,

[Quoted text hidden]

 **Resume_Template.docx**
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Director
PTVA's Institute of Management
Chitrakar Kelkar Marg,
Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.