



HUMERA KHAN COLLEGE OF EDUCATION

UGC.NCTE Approved, Affiliated To University Of Mumbai (NCTE Code No: 123082)
Oshiwara, Jogeshwari(W)
NAAC Accreditation 'B' Grade

Workshop on Resume building and how to face an interview



MAHARASHTRA EDUCATIONAL SOCIETY'S
HUMERA KHAN COLLEGE OF EDUCATION
Oshiwara, Jogeshwari (W) Mumbai- 400201

NAAC Accredited 'B' Grade

UNDER IQAC CELL

WORKSHOP ON RESUME BUILDING AND HOW TO FACE AN INTERVIEW



Date :
April 5th

Time :
1:30pm - 3:30pm

Organising committee:

Dr. Sandhya Sarwade
Dr. Avani Kanakia
Asst. Prof. Shenaz Khan
Asst. Prof. Vikas Yadav

Mrs. Hina Khokhar

Vice principal of Fidra High School

Principal:

Dr. Masarrat Saheb Ali

Chief coordinator:

Dr. Varsha Maru

Vision: Shaping the pupil teachers to shoulder the responsibility of shaping the future youth of the nation.

Introduction

On April 5th, Humera Khan College of Education, Oshiwara, Mumbai, organized a workshop on “Resume Building and How to Face an Interview” from 1:30 PM to 3:30 PM. The workshop was conducted under the IQAC Cell to help student-teachers prepare for their future jobs. Mrs. Hina Khokhar, Vice Principal of Fidra High School, was the guest speaker. She shared helpful tips and ideas from her own experience. The workshop was held under the guidance of Principal Dr. Masarrat Saheb Ali and Chief Coordinator Dr. Varsha Maru, with support from the organizing committee: Dr. Sandhya Sarwade, Dr. Avani Kanakia, Asst. Prof. Shenaz Khan, and Asst. Prof. Vikas Yadav.

Objective

- To help students make a proper and professional resume.
- To guide students on how to face interviews confidently.
- To explain what to include in a resume and what to avoid.
- To build self-confidence and improve communication skills.

Significance

This workshop was very useful for B.Ed. students who are still learning and preparing for their future careers. As students, they are trained in teaching methods and subject knowledge, but they may not know how to write a resume or prepare for job interviews. This session gave them the basic and important skills needed to take the first step toward their professional life.

It helped the students understand how to present their education, skills, and experiences in a clear and confident way. The workshop also supported their personal growth by building self-confidence and improving communication. These skills are important for any job. Since the students are in the learning stage, the practical advice shared in the session will guide them when they start applying for teaching jobs in the future.

The session also made students aware of what school leaders look for in job candidates. It gave them a chance to ask questions and clear their doubts in a friendly environment.

Content

The workshop was thoughtfully planned to help B.Ed. students become job ready. It focused on two major areas: Resume Writing and Interview Skills. Mrs. Hina Khokhar started by introducing the importance of a resume. She explained that a resume is like a mirror of our achievements and qualities. She guided students on how to write a professional resume step by step—starting with contact information, a short and clear career objective, academic qualifications, internship or teaching experiences, skills, and hobbies. She stressed keeping the resume short, well-structured, and free of spelling errors. She also explained what common mistakes to avoid, such as adding fake achievements or long paragraphs.

In the second half of the session, the focus shifted to preparing for interviews. Mrs. Khokhar shared the dos and don'ts of attending an interview. She talked about how confidence, body language, dressing style, and communication skills all matter. She demonstrated how to

introduce oneself properly, maintain eye contact, and stay calm when answering questions. She also shared examples of common interview questions and gave simple but smart ways to respond. She encouraged students to practice at home and be honest and polite during interviews. The workshop ended with a Q&A session, where students asked their doubts, and the speaker answered with great patience and clarity. Overall, it was an engaging and informative session that helped students understand the real-world expectations of employers.

Learning Outcomes

The students gained a clear understanding of how to create an effective resume suited for teaching jobs. They learned how to include the right information—such as educational background, teaching skills, and relevant experiences—while keeping the format simple and professional. They also understood the importance of presenting their strengths honestly and avoiding unnecessary or false details. This helped students feel more prepared to start applying for teaching positions after completing their course.

Additionally, students learned important tips on how to face interviews with confidence. They understood how to communicate well, dress appropriately, and carry themselves with positive body language. The session helped them feel more self-assured and reduced their nervousness about real interview situations. Most importantly, the workshop gave them practical tools and motivation to step into the professional world as future educators.

