

HUMERA KHAN COLLEGE OF EDUCATION, JOGESHWARI (W)

**Report on Professional Readiness for the Future Educators
Resume Writing Workshop**



Maharashtra Educational Society's
HUMERA KHAN COLLEGE OF EDUCATION
OSHIWARA JOGESHWARI (W) MUMBAI-400102
NAAC ACCREDITED GRADE B
UNDER ALUMNI ASSOCIATION
ORGANIZES
**WORKSHOP ON PROFESSIONAL
READINESS FOR FUTURE EDUCATORS**
RESUME WRITING
DATE: 29TH OCTOBER, 2025
TIME : 11:00-12:00 PM
VENUE: 501, HKCE CLASSROOM
RESOURCE PERSON:
KHAN TAUSIF HASEEB
ASSISTANT PROFESSOR AT GURU NANAK KHALSA COLLEGE
KHAN BARKATUNNISA IQBAL
ASSISTANT TEACHER AT HMW ENGLISH HIGH SCHOOL
KHAN ANAM SABA HAIDER
ASSISTANT PROFESSOR AT KHMW JUNIOR COLLEGE OF COMMERCE AND SCIENCE
I/C PRINCIPAL: **DR.VARSHA MARU**
EVENT COORDINATOR: **DR. SANDHYA SARWADE**
**VISION: SHAPING THE PUPIL TEACHER TO SHOULDER THE RESPONSIBILITY OF
SHAPING THE FUTURE YOUTH OF THE NATION**

Humera Khan College of Education, Jogeshwari (W)
**Report on Professional Readiness for the Future Educators:
Resume Writing Workshop**
Organised by Alumni Association

Date: 29 October 2025

Class: FY & SY Students

Time: 11:00 AM – 12:00 PM

Venue: B.Ed Classroom Room No. 501

A Resume Writing Workshop on ‘**Professional Readiness for the Future Educators: Resume writing**’ was organized on 29th October 2025, organized by the Alumni Association to equip participants with the skills required to create effective and professional resumes.

OBJECTIVES:

- To help students understand the importance of a well-structured resume in the job application process and to familiarize them with current trends and best practices in resume writing.
- To enhance students’ professional readiness by helping them create effective, teacher-oriented resumes using digital and AI-based tools.

SESSION HIGHLIGHTS

The workshop began with a welcome address by Dr. Sandhya Sarwade, followed by an introduction from Dr. Varsha Maru, who emphasised the importance of professional presentation in teaching.

The session was conducted by the spokespersons, Mr. Tausif, Ms. Barkatunnisa, and Ms. Anam, who discussed resume structure, the use of action verbs, digital tools for creation, and the effective presentation of teaching experiences. Students participated in a hands-on activity using Canva and Novorésumé to design their one-page resumes and peer-reviewed each other’s work under the guidance of the resource persons.

OUTCOMES

The workshop proved to be highly beneficial for participants. By the end of the session, they gained a clear understanding of:

- Structuring a professional resume

- Highlighting relevant skills and achievements
- Using effective language and formatting
- Customizing resumes for different job applications

CONCLUSION

Overall, the Resume Writing Workshop was informative and engaging. It successfully enhanced participants' confidence in presenting their qualifications effectively to potential employers. The session concluded with an interactive Q&A and submission of drafts for faculty feedback. The event concluded with a vote of thanks delivered by the Alumni, expressing gratitude to the resource person and attendees for their active participation. The workshop effectively bridged academic learning and professional readiness, reinforcing the importance of continuous growth and alumni involvement.







