

B.A Semester - 3 (NEP-2020) Examination**OCT/NOV-2024****ENG: Resume Writing and Interview Skills (Ability Enhancement Course)****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 the following questions. (Any two) (10)
- 1) Explain the key skills and attributes that the current market expects from a job-seeker.
 - 2) Why is it important for entrepreneurs to understand market trends? Discuss in brief.
 - 3) Discuss the key sections that are typically included in a resume.
 - 4) Why is it important to practice and review your resume or CV regularly?
- Que-2 Answer the following questions. (Any two) (10)
- 1) Discuss four ideal behaviours a candidate should display during an interview.
 - 2) What are the purposes of an interview in the hiring process?
 - 3) Differentiate between a structured and an unstructured interview.
 - 4) What is the primary focus of a technical interview?
- Que-3 Choose the correct option for the following questions. (Any five) (05)
- 1) What is one key quality that employers often look for in job-seekers?
(A) Inflexibility (B) Technical skills
(C) Lack of experience (D) Irrelevant hobbies
 - 2) Which of the following is an important skill for entrepreneurs?
(A) Risk aversion (B) Adaptability
(C) Procrastination (D) Isolation
 - 3) Which section is typically NOT included in a resume?
(A) Work experience (B) References
(C) Social media accounts (D) Education
 - 4) In resumes, which type of language should be used?
(A) Casual and informal (B) Vague and unclear
(C) Clear and concise (D) Ambiguous
 - 5) Which of the following is an ideal behaviour during an interview?
(A) Arriving late (B) Dressing inappropriately
(C) Maintaining eye contact (D) Interrupting the interviewer
 - 6) What type of questions are typically asked in a situational interview?
(A) Hypothetical scenarios related to the job
(B) Personal life history
(C) General knowledge questions
(D) Based on science and technology
 - 7) Which of the following best describes a technical interview?
(A) An informal conversation about interests
(B) An assessment of specific technical skills
(C) A discussion about personal goals
(D) A review of resumes
