

B.A Semester - 3 (NEP-2020) Examination**OCT/NOV-2025****ENG: Resume Writing and Interview Skills (Ability Enhancement Course)****Time: 01:00 Hours****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) Discuss in brief the essential components of good resume.
- 2) Describe the differences between Resume and Curriculum Vitae.
- 3) Discuss market expectations from a job-seeker.
- 4) Discuss the importance of practicing and reviewing resume and curriculum vitae.

Que-2 Answer the following questions. (Any two) (10)

- 1) Write a detailed note on the purpose of interview.
- 2) Discuss the ideal and practical behaviour during interview.
- 3) Describe the types of interviews.
- 4) Differentiate between behavioral and technical interview.

Que-3 Choose the correct option of following MCQS. (Any Five) (05)

- (1) Your resume is a tool with one specific purpose;
(A) To get a job (B) To win an interview
(C) To discuss salary (D) To know about job
- (2) How many pages should a resume have for fresher?
(A) Multiple Pages (B) One or Two pages
(C) Four pages (D) Five pages
- (3) Which of the following is an important skill for entrepreneurs?
(A) Risk aversion (B) Adaptability
(C) Procrastination (D) Isolation
- (4) A summary placed at the beginning of the CV acts as;
(A) Statement of objectives (B) Synopsis
(C) Preface (D) None
- (5) The word 'interview' is derived from;
(A) Latin (B) French
(C) German (D) English
- (6) What should you focus on during the interview?
(A) Expected salary
(B) Leaves
(C) What you can offer to the company or organisation
(D) What the company or organization can offer to you
- (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
