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*(A Special Programme on  
Resume Writing & Facing Interviews)*

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**Programme on  
Preparing Yourself for The Competition**

**5.30 to 8.00 p.m. on Friday, February 27, 2015**

**Venue:** Torrent-AMA Management Centre, Core-AMA Management House,  
AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad

**Introduction** : There is no limit to the amount you can improve the quality of your life. A thousand miles journey begins with the first step, and admission of ignorance is often the first step in our education.

This workshop has been carefully designed to acquaint and train participants in improvement of various aspects pertaining to the selection process. As the competition has become very stiff, one has to take extra measures to establish one's identity in the selection process.

This workshop is highly practical and would take you through the entire process of selection / recruitment.

**Contents** :

- Elements of Selection / Recruitment Process
- Recruiter's Choice of Attributes
- **Resume Writing:** Resume Preparation; Suggested Sequence in a Resume; Some Dos & Don'ts
- **Facing Interviews:** Points to Remember; Common Job Interview Questions; Improving Body Language
- Programme Sum-up

**Who Should Attend?** : This Module has been specially designed for the youngsters and students who want to make a mark for themselves, especially for those who have applied for the Competitive Courses.

Undoubtedly, it would also be useful to the working Executives, Officers and Managers from different functions, which are aspiring to go further in their respective careers.

**Medium of Instruction** : English, Hindi & Gujarati

**Faculty** : **Mr. Hiren Vakil**, Corporate Trainer & Management Consultant, Mumbai

**Fee** : Nominal Registration fee Rs.150/- per participant.

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**February 27, 2015**

**Registration Form** : Please fill-in and return this form along with participation fee to:

**Ahmedabad Management Association**, AMA Complex, Dr. Vikram Sarabhai Marg, Vastrapur, Ahmedabad 380 015.

Phone: 079-26308601-06 • Mobile: 9537407187 • Fax: 26305692 • E-mail: ama@amaindia.org • Website: www.amaindia.org

**Name(s)** \_\_\_\_\_ **Position** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone(s):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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