

School of Undergraduate Studies
Report
on
Curriculum Vitae (CV) Writing Workshop
Date: 5 February 2026
Venue: CR-11 Kashmere Gate Campus

A one-day workshop session on Curriculum Vitae (CV) Writing was organized as part of the implementation of the vision of Prof. Anu Singh Lather Hon'ble Vice Chancellor to hone the presentation skills of the students and prepare them well for the successful employment and internship placements. The workshop was held on 5 February 2026 from 2:00 p.m. to 4:00 p.m. in CR-11 at the Kashmere Gate campus for the benefit of students across schools and programmes. It was coordinated by Dr. Sapna Dudeja, Deputy Dean, School of Undergraduate Studies, Dr. B. R. Ambedkar University Delhi.

The objective of the workshop was to benefit the students and help them prepare for the upcoming placement drives. The expert resource person for the workshop was Prof. Madhumita Chakraborty, Professor at Department of English, Zakir Hussain Delhi College Evening, University of Delhi. PhD research scholars Anindita Mondal and Kriti Bisht assisted in conducting the workshop and 37 students attended it from all the programmes across the school.

The workshop was aimed at helping undergraduate students prepare effective CVs for better presentation and introduction of their credentials and academic achievements in an attractive manner in both academic and professional fields to secure employment opportunities or for pursuit of higher education goals. The session began with a discussion on what a CV is and how it differs from a resume. Students were then encouraged to begin drafting their CVs in hands on learning mode as the session proceeded and each component of a CV was explained with real time examples. In this process, they were explained how recruiters usually review and quickly scan CVs during initial stages of recruitment, spending only 6-8 seconds on the CV. This helped students recognize the importance of concise content, clear formatting and effective organization in making their CVs stand out during this brief review.

As the session progressed, through interactive discussion, students were asked to identify skills they possessed that could be effectively included in their CVs. It was explained that the purpose of a good CV is to convey how a candidate is a suitable match for the opportunity being applied for. Common mistakes such as being vague, making the CV too long or too short and errors in spelling or grammar were also discussed.

Students were then closely guided through the structure of a CV and the components it typically includes, along with highlighting, through examples what each component looks like in a good and a bad CV. The session also covered the various purposes undergraduate students usually require a CV for, helping them to understand how their CVs can be shaped according to their immediate goals as well as future academic or professional plans.

In the concluding part of the session, students were involved in drafting their CVs and clarifying their doubts. By the end of the workshop, they had prepared a basic skeletal draft of their CVs, which they could further develop and use in the future. The feedback sought from the students about the workshop showed that it was highly beneficial for the students and they were satisfied with the learning outcome of the workshop in the form of the art of making impressive CV. The workshop ended with a vote of thanks to the expert resource person.





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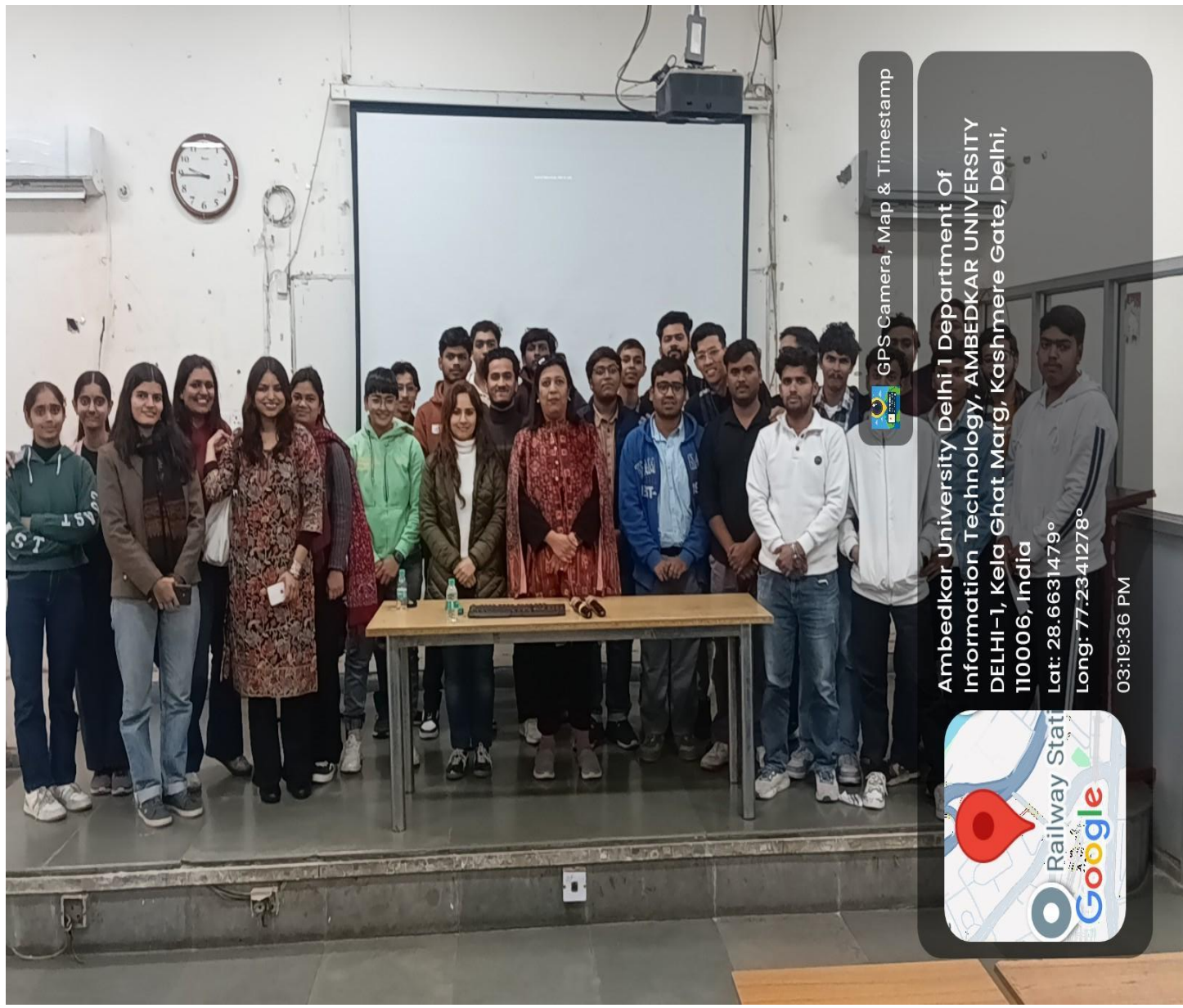
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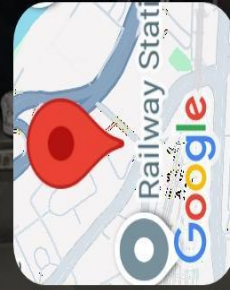


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