

## **Skills for Job Preparation - Overview**

This course is an extract from the Communications & Soft Skills course under the "Certificate in Computer Application-CCA" Program under CSC Academy. This introductory course will help a candidate on the important skills required for job preparation.

There are some essential skills which are used in both the workplace and everyday life. Understanding and utilizing the sets of skills are vital to succeeding and adapting in today's current workforce. Along with this creating a strong CV or Resume or Bio-data, writing a good covering letter, and interviewing well are also included in the required skills by potential employers. These are the general skills make someone desirable to an organization.

**In this program, we will learn the skills related to:**

- Resume Writing;
- Personal Grooming & Etiquettes;
- Interview Skills.

This program is developed and delivered by **Dr Gopal Krishna Dwivedi, Associate Professor & Head - English, Business Communication & Soft Skills, Institute of Management Studies, IMS Ghaziabad (UP).**