



SYMBIOSIS LAW SCHOOL, NAGPUR

Constituent of Symbiosis International (DEEMED UNIVERSITY)

Established under Section 3 of the UGC Act 1956

Re-accredited by NAAC with "A" Grade (3.58/4) – Awarded Category – I by UGC

Report on Workshop on, 'Drafting Effective Curriculum Vitae and Effective Covering Mail for Internships'.

July 12,2021

In continuation to its commitment to provide the students with opportunities and guidance in all their academic and professional pursuits, **Symbiosis Law School, Nagpur** organized a workshop on '**Drafting Effective Curriculum Vitae and Effective Covering Mail for Internships**' on **July 12,2021**

The SLS Nagpur workshop was conceived with the objective of imbuing effective writing skills in the students, to enable them to draft Effective CV and Covering mails while applying for Internship programs. The high level of Competition for limited positions in terms of Job placement, Internship opportunities, has made the CV, the first criteria, employers use in considering who is fit for such position or job requirement, that's why drafting a standard CV usually gives one an edge in their application and it is the key to the door of Employability.

At the outset of the workshop, **Dr. Sukhvinder Singh Dari, Director Symbiosis Law School, Nagpur, addressed** the students and shed light on the importance of writing etiquette's and ethics required while applying for internships. During the Workshop, Dr. Nuzhat Rizvi, emphasized on the relevance and importance

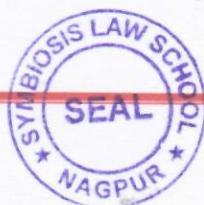
of Drafting Effective CV and covering mails and oriented the students with techniques and formats for drafting of CV and Covering Mails. Dr. Shilpa Sharma shared with the students the sample drafts of CV and Covering Mails and tips on approaching the Law firms for Internships. An Online Quiz was conducted after the workshop and certificates of participation was provided to the students

The Workshop was planned and executed under the guidance of **Dr. Sukhvinder Singh Dari, Director Symbiosis Law School, Nagpur.** The workshop was organized and conducted by **Dr. Nuzhat Rizvi and Dr. Shilpa Sharma, (Assistant Professors)** Symbiosis Law School, Nagpur.



The Workshop in Progress

Nuzhat Rizvi



[Signature]
Director
Symbiosis Law School,
Nagpur