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Training and Placement Booklet

**A Practical Guide on Resume Writing, Group Discussion &
Interview Skills**

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Resume

What is a Resume?

A **resume** is a professional document that summarizes your:

- Educational qualifications
- Technical skills
- Projects
- Internships
- Certifications
- Achievements
- Extra-curricular activities
- Relevant experience

Purpose:

- Introduces you to the recruiter.
 - Highlights your strengths.
 - Increases your chances of getting an interview.
-

Why is a Resume Important?

Your resume is your **first impression** on an employer.

A good resume showcases your:

- Technical knowledge
- Academic projects
- Internships
- Software skills
- Certifications
- Communication skills
- Leadership qualities
- Problem-solving ability
- Teamwork and extracurricular activities

Remember: Your resume does not create your abilities—it communicates them effectively.

What Does a Recruiter Look For?

Your resume should answer these **3 important questions**:

1. Who are you?

- Educational background
- Basic personal details

2. Do you have the required skills?

- Technical skills
- Software proficiency
- Projects
- Internships
- Certifications

3. Should you be called for an interview?

- If your resume clearly answers Questions 1 and 2, the recruiter is more likely to say "**Yes!**"

Did You Know?

☐ **Recruiters spend only 6–10 seconds** during the first screening of your resume.

They quickly check for:

- Education
- Technical skills
- Projects
- Internships
- Software knowledge
- Certifications
- Achievements

If they find relevant information quickly, they continue reading.

Characteristics of a Good Resume

A good resume should be:

- Short and concise
 - Neatly organized
 - Easy to read
 - Professional
 - Relevant to the job
 - Accurate
 - Error-free
 - Free from unnecessary information
-

What is the Main Purpose of a Resume?

Many students think a resume helps them **get a job**.

Actually, its main purpose is to get you an interview.

Hiring Process

Step 1

- ☐ Recruiter reads your resume.



Step 2

- ☐ Shortlisted candidates are invited for an interview.



Step 3

- ☐ Interview performance decides the final job offer.

A resume opens the door. Your interview helps you walk through it.

A Good Resume Should Answer One Question

"Why should this company hire you?"

Your resume should demonstrate that you have:

- Required knowledge
 - Relevant skills
 - Positive attitude
 - Learning ability
 - Professional potential
-

A Resume is NOT...

- ✗ Your autobiography
 - ✗ A collection of all your certificates
 - ✗ A document with long paragraphs
 - ✗ A colourful poster
 - ✗ A list of every hobby you've ever had
 - ✗ A copy of someone else's resume
-

Instead, Your Resume Should...

- ✓ Include only relevant information.
 - ✓ Highlight your strengths.
 - ✓ Match the job requirements.
 - ✓ Present information honestly and professionally.
-

Key Takeaways

- ✓ A resume is your **first professional introduction**.
- ✓ Recruiters spend only **6–10 seconds** on the first review.
- ✓ Keep your resume **short, clear, and relevant**.
- ✓ The purpose of a resume is to **get an interview**, not the job itself.
- ✓ Customize your resume for every company and job role.
- ✓ Highlight your strengths with honesty and confidence.
- ✓ Proofread carefully before submitting.

GROUP DISCUSSION (GD)

What is a Group Discussion?

A Group Discussion (GD) is a discussion among a small group of students on a given topic.

Usually, 8 to 12 students sit together and discuss one topic for 10 to 20 minutes.

The topic may be related to current affairs, technology, social issues, education, business, or everyday life.

Unlike an interview, there is **no interviewer asking questions one by one**. Instead, all students discuss the topic together while the panel observes them.

Why Do Companies Conduct Group Discussions?

A company wants employees who can work with others, share ideas, solve problems, and communicate effectively.

During a GD, the panel checks whether you can:

- Express your ideas clearly
- Listen to others respectfully
- Work as part of a team
- Think logically
- Stay calm under pressure
- Show leadership without dominating
- Respect different opinions

A Group Discussion is not about proving that others are wrong. It is about contributing positively to the discussion.

How is a Group Discussion Conducted?

A typical GD follows these steps:

1. Students are divided into groups of 8–12 members.
 2. A topic is announced by the moderator.
 3. Students are given 1–2 minutes to think.
 4. The discussion begins and continues for 10–20 minutes.
 5. Sometimes, one student is asked to summarize the discussion at the end.
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How Should You Participate?

If You Start the Discussion

Starting the discussion creates a positive impression, but only if you know the topic.

A good opening could be:

"Good morning everyone. Today's topic is 'Artificial Intelligence in Education.' In my opinion, AI has made learning easier by providing quick access to information and personalized learning experiences. However, it should be used responsibly."

During the Discussion

- Speak clearly and confidently.
 - Share one idea at a time.
 - Give simple examples to support your points.
 - Listen carefully when others are speaking.
 - Respect different opinions.
 - Encourage quiet members to participate.
 - Stay focused on the topic.
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Avoid These Mistakes

- Interrupting others repeatedly
 - Speaking continuously without giving others a chance
 - Arguing aggressively
 - Using rude language
 - Repeating the same point again and again
 - Remaining silent throughout the discussion
-

How to End a Group Discussion

If you are asked to conclude, briefly summarize the main ideas discussed.

Example:

"To conclude, our group believes that Artificial Intelligence offers many benefits in education, such as personalized learning and easy access to information. At the same time, students should use AI responsibly and continue to develop their own thinking and problem-solving skills."

Final Advice

Every interview and Group Discussion is a learning experience. Do not be discouraged if you are not selected in your first attempt. Each interview helps you improve your confidence, communication, and professional skills.

Prepare sincerely, believe in your abilities, and remember that employers are not looking for perfection—they are looking for candidates who are eager to learn, willing to work hard, and ready to grow.

Success in placements comes from preparation, practice, and a positive attitude—not from luck alone.

INTERVIEW READINESS

A Beginner's Guide for Campus Placements

Dear Student,

Congratulations! You have reached the final year of your engineering course. The next important step in your career is getting placed in a good company.

For many students, a job interview is a new experience. It is natural to feel nervous or confused. You may wonder:

- What happens in an interview?
- What questions will they ask?
- How should I answer?
- What if I make a mistake?
- What if my English is not fluent?

Do not worry. Every professional was once a beginner. Interview skills can be learned with practice. This guide will help you understand the interview process in a simple and practical way.

What is an Interview?

An interview is a formal conversation between a company representative (called the interviewer) and a job applicant (you).

The interviewer wants to know:

- Who are you?
- What do you know?
- Can you work in a team?
- Are you willing to learn?
- Are you suitable for the job?

Remember, an interview is **not an examination** where every answer must be perfect. It is an opportunity to introduce yourself and show your potential.

Why Do Companies Conduct Interviews?

A company already knows your marks from your resume. Through the interview, they want to know the person behind those marks.

They want to check whether you are:

- Honest
- Responsible
- Confident
- Positive
- Ready to learn
- Able to work with others
- Good at solving problems

Many students think only toppers get selected. This is not true.

A student with average marks but a good attitude, confidence, and communication skills often performs better than a student with excellent marks but poor communication.

The Campus Placement Process

Most companies follow these steps:

Step 1: Registration

Students register for the campus placement drive.

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Step 2: Aptitude Test

Questions on

- Quantitative Aptitude
- Logical Reasoning
- English
- Basic Technical Knowledge

↓

Step 3: Group Discussion (Not in every company)

Students discuss a given topic.

↓

Step 4: Technical Interview

Questions from your engineering subjects and projects.



Step 5: HR Interview

Questions about your personality, goals, strengths and attitude.



Step 6: Final Selection

Successful candidates receive an offer letter.

How Should You Prepare Before an Interview?

Preparation is the key to confidence.

Start preparing at least one month before your interview.

Focus on these areas:

Know Yourself

Be ready to answer questions about yourself.

Practice speaking about:

- Your name
- Your hometown
- Your education
- Your branch
- Your strengths
- Your hobbies
- Your project
- Your future goals

If you cannot introduce yourself confidently, the interviewer may think you have not prepared.

Know Your Subjects

Revise the important concepts from your engineering branch.

The interviewer may ask basic questions from:

- Core subjects
- Mini project
- Major project
- Industrial training
- Internship

You do not need to know everything.

But you should know the basics well.

Know the Company

Before attending the interview, spend 15–20 minutes learning about the company.

Find out:

- What products or services does it offer?
- Where is its headquarters?
- What type of engineers does it recruit?
- What values does the company believe in?

This information is available on the company's official website.

Students who know about the company create a better impression.

Documents You Should Carry

Keep all your documents in a neat folder.

Carry:

- Updated Resume
- Passport-size photographs
- Aadhaar Card
- PAN Card (if available)
- College Identity Card
- Mark Sheets
- Project Report (if asked)

- Internship Certificate
- Extra-curricular Certificates

Always carry both original documents and photocopies if instructed.

Dressing for Success

Your appearance creates the first impression.

Remember,

People see you before they hear you.

For Boys

- Light coloured formal shirt
- Dark trousers
- Formal belt
- Formal shoes
- Well-combed hair
- Clean shave or neatly trimmed beard

Avoid:

- Jeans
 - T-shirts
 - Sneakers
 - Strong perfume
 - Colourful shirts
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For Girls

- Formal salwar suit, kurti with trousers, saree or western business formals
- Formal footwear
- Simple hairstyle
- Minimal jewellery
- Light makeup (optional)

Avoid flashy accessories and heavy perfumes.

Interview Etiquette

These small habits create a big impact.

✓Reach the venue at least 20 minutes early.

✓Switch your mobile phone to silent mode.

✓Greet the interviewer politely.

"Good morning, Sir."

"Good afternoon, Ma'am."

✓Wait until you are asked to sit.

✓Sit straight.

✓Smile naturally.

✓Listen carefully before answering.

✓Speak slowly and clearly.

✓Thank the interviewer before leaving.

Body Language

Even before you speak, your body communicates.

Good body language shows confidence.

Maintain Eye Contact

Look at the interviewer while speaking.

Do not look continuously at the floor or ceiling.

Smile Naturally

A pleasant smile makes you appear friendly and confident.

Do not force a smile.

Sit Properly

Keep your back straight.

Place both feet on the floor.

Avoid crossing your arms.

Use Hand Gestures Naturally

Small hand movements are fine.

Avoid excessive movements or pointing fingers.

Common Interview Questions

Almost every interview begins with these questions.

1. Tell Me About Yourself

This is usually the first question.

Do not tell your life story.

Talk about:

- Name
- Education
- Engineering branch
- Skills
- Project
- Career goal

Example:

"My name is Rahul Patil. I am pursuing my final year B.Tech in Mechanical Engineering from ABC College. I enjoy learning about manufacturing processes and CAD software. During my final-year project, I worked on designing an energy-efficient machine component. I am a hardworking person who enjoys learning new technologies, and I am looking forward to beginning my career in the manufacturing industry."

2. What Are Your Strengths?

Mention 2–3 strengths with examples.

Examples:

- Hardworking
- Honest
- Punctual
- Team player
- Quick learner
- Positive attitude

Avoid saying "I have no weaknesses."

3. What Are Your Weaknesses?

Everyone has weaknesses.

The interviewer wants to know whether you are trying to improve them.

Example:

"I used to feel nervous while speaking in English. To improve, I practise speaking with my friends every day."

4. Why Should We Hire You?

The interviewer wants to know what value you can bring.

Example:

"I am willing to learn, I work sincerely, and I adapt quickly to new environments. If given an opportunity, I will work hard and contribute positively to the company."

If You Don't Know the Answer

Many students panic.

Never guess randomly.

Never remain completely silent.

Instead say politely,

"I'm sorry, Sir/Ma'am. I am not sure about the answer. I will definitely learn more about it."

Interviewers appreciate honesty.

Glossary of Important Training & Placement Terms

Important Terms Every Engineering Student Should Know

Understanding the language used during campus placements will help you feel more confident. Below are some common terms used by Training & Placement (T&P) Cells and recruiters, explained in simple language.

Term	Meaning
Applicant	A person who applies for a job.
Aptitude Test	A test that measures logical reasoning, numerical ability, verbal ability, and problem-solving skills.
Assessment	A method used by companies to evaluate a candidate's skills and abilities.
ATS (Applicant Tracking System)	Software used by companies to scan and shortlist resumes before they reach recruiters.
Behavioural Interview	An interview where candidates answer questions based on past experiences and behaviour.
Body Language	Non-verbal communication through posture, gestures, facial

Term	Meaning
	expressions, and eye contact.
Campus Placement	Recruitment conducted by companies at colleges to hire students.
Career Objective	A short statement in a resume describing your career goals.
Certification	Proof that you have completed a professional course or training.
Communication Skills	The ability to speak, listen, read, and write effectively.
Company Profile	Basic information about a company, including its products, services, and culture.
Confidence	Believing in your abilities while communicating and performing tasks.
Cover Letter	A letter sent along with a resume explaining why you are suitable for a job.
Curriculum Vitae (CV)	A detailed document describing education, research, publications, and work experience. Usually longer than a resume.
Dress Code	Appropriate clothing expected during interviews or professional events.
Eligibility Criteria	Minimum requirements such as percentage, CGPA, or skills needed to apply for a job.
Elevator Pitch	A brief 30–60 second introduction about yourself.
Employer	A company or person who hires employees.
Employment Gap	A period during which a person was not employed.
Experience	Practical knowledge gained through internships, projects, or jobs.
Eye Contact	Looking at the interviewer while speaking to show confidence and interest.
Fresher	A student or graduate with little or no work experience.
Group Discussion (GD)	A discussion where candidates express opinions on a given topic to assess communication, teamwork, and leadership skills.
HR (Human Resources)	The department responsible for recruitment and employee management.
HR Interview	An interview that evaluates personality, attitude, communication, and cultural fit.
Internship	Short-term practical work experience in an organization.
Interview	A formal meeting where employers assess a candidate for a job.
Interviewer	The person who asks questions and evaluates candidates during an interview.
Job Description (JD)	A document explaining the duties, responsibilities, and qualifications required for a job.
Leadership	The ability to guide, motivate, and influence others.
Listening Skills	The ability to understand and respond appropriately to spoken information.
Mock Interview	A practice interview conducted before the actual interview.
Networking	Building professional relationships that may help in career growth.
Offer Letter	An official document offering employment to a selected candidate.

Term	Meaning
Panel Interview	An interview conducted by two or more interviewers together.
Placement	The process of selecting students for jobs through campus recruitment.
Portfolio	A collection of projects, achievements, and work samples showcasing your abilities.
Presentation Skills	The ability to present ideas clearly and confidently before an audience.
Problem-Solving Skills	The ability to identify problems and find effective solutions.
Professionalism	Displaying responsible, ethical, and respectful behaviour at work.
Project	A practical assignment demonstrating technical knowledge and skills.
Resume	A one- or two-page summary of your education, skills, projects, internships, and achievements.
Resume Screening	The process of reviewing resumes to shortlist candidates for interviews.
Salary Package (CTC)	The total annual compensation offered by an employer, including salary and benefits.
Self-Introduction	A brief introduction about yourself during an interview.
Soft Skills	Personal skills such as communication, teamwork, leadership, adaptability, and time management.
Strengths	Positive qualities or abilities that make you suitable for a job.
SWOT Analysis	A method of identifying your Strengths, Weaknesses, Opportunities, and Threats.
Technical Interview	An interview that tests subject knowledge and technical skills.
Teamwork	Working effectively with others to achieve a common goal.
Time Management	Planning and completing tasks efficiently within deadlines.
Verbal Communication	Communicating effectively through spoken words.
Vocabulary	The collection of words a person knows and uses correctly.
Weakness	An area where improvement is needed; should be discussed honestly during interviews.

Frequently Used Placement Abbreviations

Abbreviation	Full Form
ATS	Applicant Tracking System
CV	Curriculum Vitae
GD	Group Discussion
HR	Human Resources
JD	Job Description
CTC	Cost to Company
CGPA	Cumulative Grade Point Average

Abbreviation	Full Form
KPI	Key Performance Indicator
SOP	Statement of Purpose
LOR	Letter of Recommendation
MOOC	Massive Open Online Course
AI	Artificial Intelligence
ML	Machine Learning
UI	User Interface
UX	User Experience

Quick Tip for Students

Whenever you receive a placement notification, carefully read the following details:

- Company Name
- Job Role
- Eligibility Criteria
- Required Skills
- CTC (Salary Package)
- Job Location
- Bond (if any)
- Selection Process
- Registration Deadline
- Documents Required

Understanding these terms will help you make informed decisions and participate confidently in campus placements. This glossary can also serve as a handy reference throughout your placement preparation.
