

JOB

FAIR KEYS



Job Fair Keys

By

Dr.S.SUDHA,

M.A., M.Phil, Ph.D.,

Assistant Professor,

Department of English,

The Madura College,

Madurai - 625011.

JAYALAKSHMI PUBLICATIONS

140, VPM Towers, TPK Main Road,

Vasanthanagar, Madurai – 625 003

Title : **JOB FAIR KEYS**
Author : **Dr.S.SUDHA**
Edition : First Edition
ISBN No. : **978-93-84193-98-0**
Year : 2017
Rate : 100/-
Printed at : Laser Point, Madurai

© All rights reserved

No part of this published book should be reproduced in any form of printed material without proper permission in writing from the chief editor.

About The Author

Dr.S.Sudha is Assistant Professor of English at The Madura College (Autonomous), Madurai. She has been with the institution for over ten years. She has published around 20 articles in reputed journals and has had the opportunity to present many of them in national and international seminars.

In the last decade of her career, she has often felt that graduating students need specific help with assessing job opportunities, resume preparation, interview skills etc to succeed in getting the job of their choice. In view of this, she has authored this book.

Dr. Sudha owes her gratitude to her mother S.Vijayalakshmi, son S.C.Ajay Omkaar (a mariner) and daughter S.C.Akshaya (doing her BDS) for their unconditional support during this project. She also conveys her heartfelt thanks to her colleague Dr.P.Padmini (Associate Professor of English at Ethiraj College for Women) and her daughter Ms. Sushmita Vishwanathan for their continuous support and guidance in bringing out this book.



Ready to enter the job market, but not sure how to apply?

Need help to write your resume with an attractive, convincing cover letter?

Want to come out successful in the interviews?



Here's the book for you!

In this book, the students can go through model resumes, make use of the worksheets provided to write their resume, practice through mock interview Q&A, understand interview etiquette and present themselves with self-confidence. The book comes with an audio to enable the students to practice Q&A models with tone and pronunciation for better performance.

ISBN 978-93-84193-98-0



₹100