

ASSESSMENT # 1**Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions (15)

- I. What is a Portfolio?
- II. Outline some general style tips for composing a good resume.
- III. Write a brief note on “Professional resume writing”.
- IV. Outline the essential elements of a resume.
- V. Describe the importance of personal branding in career success.

Q: 2: Discuss the various steps of composing a cover letter. (7)**Q: 3:** What are the various types of resumes? (8)