

# Professional Portfolio Development

*Become creative to get jobs & clients!*

# Session 1: Introduction & Concept Of Professional Portfolio

## Introduction

1. A brief on assignments and training schedule.
2. Introduction to content industry.

## Concept of Professional Portfolio

1. What is professional portfolio?
2. How to leverage professional portfolio for personal branding?
3. Types of professional portfolios.
4. Assignment

# Session 2: Résumé Writing

1. Discussion on submitted assignment and solutions to the queries based on last session.
2. What is résumé?
3. Techniques of creating a résumé.
4. Kinds of résumés.
5. Creating résumés to attract employers.
6. Making résumé writing a full fledged career.
7. Assignment

# Session 3: Curriculum Vitae (CV) Development

1. Discussion on submitted assignment and solutions to the queries based on last session.
2. What is Curriculum Vitae (CV)?
3. Techniques of creating a CV.
4. Kinds of CVs.
5. Creating CVs to attract employers.
6. Markets that prefers CV over résumés.
7. How to make CV development a career?
8. Assignment

# Session 4: LinkedIn Profile Development

1. Discussion on submitted assignment and solutions to the queries based on last session.
2. What is LinkedIn profile and how it helps in fetching a job?
3. Techniques of developing a LinkedIn profile.
4. Using LinkedIn profile for personal branding.
5. How to make LinkedIn profile writing a career?
6. Difference between résumé, CV, and LinkedIn profile.
7. Assignment

# Session 5: Cover Letter Development

1. Discussion on submitted assignment and solutions to the queries based on last session.
2. What is a cover letter?
3. How to develop a cover letter.
4. Credentials that must be mentioned in a cover letter.
5. Markets that prefer cover letter along with résumés and CVs. Benefits of cover letter.
6. Assignment

# So, let's learn together!

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