



# Intensive Employability Skills Training & Job Fair

Dear Heads/Directors and OJP/Placement Coordinators,

We are pleased to announce an upcoming initiative aimed at equipping final-year/semester students with critical career readiness skills and providing them with meaningful job opportunities. The **Garware Institute of Career Education and Development**, together with the **Career Training and Placement Cell, University of Mumbai**, is organizing an **Intensive Employability Skills Training Program on 5-6-7 February 2025**, followed by a **Job Fair**, at no cost to participants.

## Key Highlights of the Program

- **Comprehensive Skill Development Training:** with a focus on
  - Understanding Employability
  - Resume Writing
  - Job Application Letter Writing
  - Essential Digital Skills
  - Workplace Communication and Interpersonal Skills
  - Financial Literacy and IT Literacy
  - Corporate Grooming and Etiquette
- **Integrated Job Fair:**  
Within two weeks after the intensive training, students will have the opportunity to participate in a recruitment drive, ensuring they are well-prepared and confident to showcase their skills.

## Call to Action

We urge you to encourage your final-year/semester students to seize this **free-of-cost** opportunity by registering for the program. Your support in motivating students to participate will play a vital role in enhancing their employability and career prospects.

---

## Registration Details

- **Registration Link:** <https://forms.gle/m1f9XpP6xmTtGRd3A>
- **Deadline for Registration:** 27 January 2025

Let us work together to empower our students with the skills they need to excel in their professional journeys.

Warm regards,

**Prof. Dr. Keyurkumar Nayak**  
Director  
Garware Institute of Career  
Education and Development  
University of Mumbai

**Dr. Sachin Labade**  
Honorary Director  
Career Training and  
Placement Cell  
University of Mumbai