



Syllabus: Certificate in Digital Resume & Job Portal Skills (CDRJ)

- **Duration:** 1 Month
- **Eligibility:** 10th Pass / Students / Job Seekers

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This course focuses on building a professional digital presence, mastering job search algorithms, and creating high-impact resumes that pass Applicant Tracking Systems (ATS).

Module 1: Professional Resume Engineering

- **Resume vs. CV:** Understanding different formats and when to use them.
- **ATS Optimization:** Understanding how Applicant Tracking Systems work and using keywords to rank higher.
- **Modern Design:** Creating visual resumes using Canva and clean Word templates.
- **Cover Letters:** Drafting persuasive, job-specific cover letters and emails.

Module 2: LinkedIn Mastery & Professional Branding

- **Profile Optimization:** Writing headlines, about sections, and using professional profile pictures.
- **Networking:** Strategies for connecting with HRs, sending personalized invites, and requesting referrals.
- **Skill Endorsements:** Leveraging recommendations and certifications to build credibility.

Module 3: Mastering Job Portals

- **Portal Ecosystem:** Setting up profiles on Naukri, Indeed, Monster, and Hired.
- **Search Filters:** Using boolean search and advanced filters to find relevant opportunities.

- **Job Alerts:** Setting up automated triggers for niche-specific job openings.
- **Digital Footprint:** Managing online reputation and professional privacy settings.

Module 4: Virtual Interviews & Follow-ups

- **Video Interview Etiquette:** Background setup, lighting, and technical checks for Zoom/Google Meet.
- **Common HR Questions:** Practicing the "Elevator Pitch" and behavioral questions (STAR Method).
- **Professional Follow-ups:** Drafting "Thank You" emails and status inquiry messages.

Module 5: Final Capstone Project (Digital Portfolio Launch)

- **Project Task:** Students will create a complete "Job Readiness Pack."
- **Requirements:** One ATS-compliant Resume, a fully optimized LinkedIn profile link, and a sample job application draft for a specific role.
- **Submission:** Live review of the digital presence and a mock interview session for the final Viva.

This syllabus is a property of Axomtech Skill Education Council.

