



A J INSTITUTE OF ENGINEERING AND TECHNOLOGY

NH-66, Kottara Chowki, Mangaluru -575006, Karnataka, INDIA

A Unit of Laxmi Memorial Education Trust®

(Approved by AICTE, New Delhi. Affiliated to Visveswaraya Technological University, Belagavi)

Department of Mechanical Engineering

DATE:18-09-2023

To

The Principal

AJIET Mangalore

Subject: Request for Permission to conduct a talk on "Resume writing" for final year mechanical students.

Respected Sir,

I am writing on behalf of the Department of Mechanical engineering in association with ARMS to seek your gracious permission to conduct a talk on "Resume writing" for final year mechanical students. The purpose of this talk is to equip attendees with the knowledge and skills necessary to create effective, compelling resumes that improve their chances of landing job interviews.

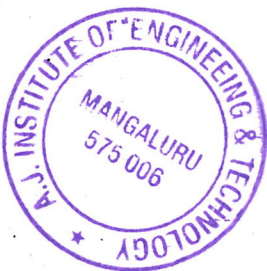
Details of the proposed talk are as follows:


- **Date:** 23-09-2023
- **Time:** 9:30am-10:30am
- **Venue:** Software lab 2, AJIET

Your approval will significantly benefit our students.

Warm regards,

HOD, Dept. of Mechanical Engineering




Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006