

You *D*ream, We *D*esign

# **P**URSUIT

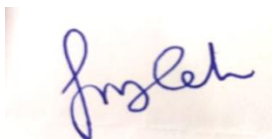
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**CAREER MANAGERS**

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## **To whomsoever it may concern**

This is to certify that Ms. Toral Mandrekar, studying in SYBA in St. Xavier's College (Mumbai), has successfully completed a three month (From 25<sup>th</sup> October, 2019 to 24<sup>th</sup> January, 2020) long internship at our firm. Her internship activity included assisting for creating an Aptitude Test, Research work, Creating content for various careers & assisting while career counseling sessions and making reports for the same. During her internship period we found her to be hardworking, inquisitive and meticulous. We wish her all the luck for her future endeavors.



Harshit Shah  
Proprietor

## **Report**

Pursuit Career Managers is a Career Counseling Firm. My role as an intern covered various aspects. Two of my main responsibilities were assisting in creating an Aptitude test for the firm and creating reports about various careers. While looking at potential areas to include in the test, I read several research articles to understand the concept of Aptitude. We defined the construct and the important areas that had to be covered in the test. I also did additional reading to understand the psychometric properties of a good test and applied them. We adapted items from pre-existing tests to ensure that they were culture-fair. After the test items were finalized we also figured out a scoring system for the same. Creating reports about various career opportunities was accompanied by other activities like assisting with career counseling sessions, taking down notes, and making reports for the same. Moreover, I also took on additional responsibilities like content writing and marketing. I wrote small pieces for a website that the firm was creating for a career event. I was also involved in contacting speakers for the event and making arrangements for the same.

Research skills were one of the most valuable skills I developed. It was a steep learning curve. It started with a lot of unlearning. It marked the transition from a mere “Google search” to exploring scholarly articles. I slowly learned how to read scholarly articles. The skill of using the right keywords, looking through the references to find relevant research was developed along the way. One of my more practical learning was to read through articles quickly while highlighting the key points. The career counseling sessions were a great opportunity for me to enhance my ability to make quick and succinct notes. My boss, as well as my supervisor, shared some really valuable insights that have stayed with me to date. We worked as a team and I also became comfortable in voicing my opinions as time went by. All in all, it was a great learning opportunity for me.