

7. Preparing Resume / Curriculum Vitae

As you sit down to make your Resume, you are invariably faced with a dilemma and a volley of self-questions.

- What is a Resume?
- How long should it be? One page/two pages?
- What should it include?
- What is the difference between a Resume and a Curriculum Vitae ?

No one could have defined a resume better than Kim Isaacs, a Resume Expert. According to him, "A Resume should be a persuasive marketing piece and not a dull career biography".

That definition alone gives you the guidelines and answer your questions.

However, here are a few pointers.

1. Nowadays, the olden thumb rule of a Resume should only be a one pager does not hold good, if you have more matter (relevant) to convey, you can cover it in two pages.
2. A Resume should include your Personal, Educational and Work Experience (if you have) details, along with any Extra Curricular Activities (sports, art, voluntary service).
3. As a freshman, with no work experience, how does one prepare a Resume?
 - In this case, you highlight your academic scores (if it is good).
 - Highlight your Industrial Training which forms a part of your Curriculum (the duration, the areas you worked in, the skills you learned).

Child rights

- Highlight your Extra-curricular Activities...like,
 - * You being Computer and Internet savvy, web designing, etc.
 - * Your participation at the Inter College Level/State Level/National Level in sports, dramatics, debates, etc.
 - * Your proficiency in a foreign language...certificates / diplomas.
 - * Your role as a social worker, being an active volunteer with an NGO like CRY, SOS Children's Village etc.
- If you have work experience, then mention your work experience first and later your educational qualification/s.

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Remember, your Resume is a mere attractive 'Window Dressing', to kindle interest in your prospective employer/university, wanting to take it to the next level.

It is like a prospective customer who enters a shop upon seeing the display, he may/may not buy anything. Similarly, your Resume may or may not lead to an Interview/Job. But, do not be disheartened! It is not that you are not good, but that, there is no opening for you in the said organization, at that juncture.

occasion

The FAQ is, "What is the difference between a Resume and a Curriculum Vitae?"
The primary difference between a Resume and a Curriculum Vitae is the **Length**.

Whereas a Resume is a one pager or at the most a two pager, a Curriculum Vitae is longer, with more than two pages. A CV is more detailed synopsis of your Professional and Academic backgrounds; it also includes other details pertaining to the post applied e.g. research experiences, publications, recognitions, etc.

A Resume is brief, concise, a CV is lengthy and detailed. A CV also contains an Objective at the beginning. Both, however contain similar personal information like, DOB, Marital Status etc.

Sample of a Resume

I. Personal information.

Name

DOB

Sex

Marital Status

Contact information (mailing address, cell no., e.mail ID.)

II. Highlights of your Resume.

* Work Experience.

Total Experience, in years and months.

e.g. MCA with 4 years experience as Systems Analyst
with GSL Solutions.

* Functional Area

e.g. Fashion Designing

Food production

Finance

* Current Industry

e.g. Fashion house

Hospitality

BPO

III. Educational Qualification.

* Postgraduate Course

e.g. MCA / MA (Eng. Lit.), etc.

* Undergraduate Course

e.g. BA/ BSc./ BHM etc.

Note: The higher qualification is stated first.

IV. Interests/Hobbies.

Mention briefly.

e.g. Reading, Dramatics, Cooking etc.

Sample of a Curriculum Vitae

Name

Mailing Address

Telephone No: Res. & / Off.

Cell No.

E.mail ID

Objective

Interested in the role of an Architect, based on my skills and experience in designing, developing, implementing, configuring, testing software systems/products.

Work Experience/Employment History

- * List in a chronological order, but in the reverse date order, starting from the recent to the older ones. Include position details and dates.
- * Where no work experience is available, mention the Industrial Training.

Education

- * Like above, list chronologically, but in reverse date order. Include year, details of degrees, certification etc. e.g. Postgraduation, Graduation, High School.

Professional Qualifications/Skills and Training

- e.g. Diploma in French - Niveau II
- Certification in Java, SAP, HTML, C++
- Attended a Two-month training programme, in France on Wine Service. Knowledge of conversational French, Hindi and Kanada.

Personal

Sex

DOB

Nationality

Marital Status

Passport No.

- If sending a hard copy, ensure that you use 'Bond' quality paper, and staple the pages together.
- Do not clutter the page; ensure a balanced presentation with sufficient white spaces to make it easy on the eyes.
- Highlight in bold or italics, where required; use bullet points to emphasize key statements.
- Update your CV periodically: remember to add the newly acquired skill or change of job (this will come under your work experience) or change of address or telephone number.
- Let your Resume or CV reflect the 'Real You'; as a confident, skilled, sincere, well balanced person, in other words, one who would be an asset to the company. Do not 'fake' skills that you do not possess!

Lastly, your Resume or CV is a Written Communication representing you, your skills. How you present it, reflects your personality (Non-Verbal Communication).

Prepare it yourself; you may seek help, but the end product should be your very own, because, your Interview will be based on your CV, so you should be comfortable with the content-matter!

So it follows that the success of your interview depends on how effective your CV is!

Exercise

Answer the following questions.

1. Make your own Resume.
2. Make your own Curriculum Vitae (CV) and Covering Letter.

(if you have had any previous experience in similar posts, mention about it, for this will validate your opinion)

I think that your company will be an ideal launching pad to exhibit my knowledge and skills, in the said area and hope that your organization will provide me with an opportunity which is mutually beneficial. Apart from my sound technical skills, I am a committed Professional, a Team player, who firmly believes that, 'I can grow only if the company grows.'

I will follow up with you, in a few days. However, should you need any further information or clarification you may reach me on my cell no. or email me, (as mentioned above). I look forward to hearing from you.

Best regards

Gaurav Sharma

Hints for Preparing Resume/CV

- Your Resume or Curriculum Vitae is your 'Passport' for an 'Interview', so ensure that all the details are furnished.
- Take your time to prepare your CV.
- Follow the Four golden rules: Drafting → *Done* Modifying → Revising → Fairing.
- Proof read the final document carefully, looking for grammatical errors etc.
- Have someone else read and check it.
- Do not leave gaps between job/academic details. The HR screening process may not accept and reject applicants where years or months are not accounted for. (if there is a gap, please mention the cause for it, using an asterisk mark)

e.g. * Oct 2004-August 2005, (10 months) I was recuperating from a spinal injury, caused by an accident. Medical certificate is available for the same.)

Interests/Hobbies

Reading, Playing Tennis, Adventure Sports etc.

Reference

Available on request.

(remember to sign at the end, bottom, right-hand side corner)

Covering Letter

A covering letter is as important, if not more, than your Resume or Curriculum Vitae, because that is ~~the~~ ^{human} first thing the HR manager is going to read before he turns to leaf through your Resume or Curriculum Vitae. *Resume -*

Hence, your Covering Letter is as effective a tool as your CV, in creating a positive and lasting impression in the mind of the Recruiting Authority.

So, once again, you are going to apply the principles of effective communication i.e. to be: **Brief, Concise, Positive.**

Sample of a Covering Letter

Name :

Address :

E-mail / ID :

Date :

Ref: Your advertisement in, (name of the Daily/magazine) for the post of (insert Job Title)

Dear ...(insert Name, Mr. Deepak Chaudhary / Ms. Leena Patil; if name is unknown, insert Sir/Madam)

I am writing to express my interest and keenness in applying for the said post, for, I feel that, my qualifications and experience perfectly meet the requirement for the post advertised.