

Resume

A Resume is a one-or two-page formal document that job hopefuls (aspirants) submit to hiring managers and employment recruiters as a means of itemizing their work experience, educational background, and special skills. Successful resumes entice potential employers to invite applicants to interview for the position.

Resumes, traditionally, are accompanied by cover letters, in which applicants champion their relevant skills and tender specific qualifications for a given position in a company.

Differences:

- * The difference between CVs (Curriculum Vitae) and Resumes are the length, the purpose and the layout.
- * A Resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages.
- * The Resume will be tailored to each position whereas, the CV will stay put and any changes will be in the cover letter.
- * A CV has a clear chronological order listing the whole career of the individual whereas, a Resume's information can be shuffled around to best suit the applicant.

- * A CV is intended to be a full record of your career history and a Resume is a brief, targetted list of skills and achievements.

Structure of a CV/Resume :

- ① Start with name, address and contact details —
 - * List the main contact details prospective employers will be able to reach you on easily at anytime.
 - The details should be presented clearly and feature prominently at the top of the CV.
 - # Include mobile no and mail Id

- ② Introduce yourself —
 - * One should summarise and highlight what they can offer to a prospective employer. They should summarise any career highlights (Career Objectives) that will draw attention to what they have accomplished. It should be designed for each role one apply for and aim to make one stand out from competition.

- ③ Summarise the skills —
 - * Use brief bullet points to list the skill and experience you have that are specific and relevant to the role.

- ④ Highlight relevant experience —
 - * This section should include your work history in most recent historical order including paid work, relevant volunteer or work experience placements.

⑤ Mention your achievements -

* Your CV is your opportunity to sell yourself and highlight why you ~~are~~ are the best fit for the role.

⑥ List any training, education and courses -

* Only list what is relevant or required for the role you are applying for, starting with most recent. It is important to showcase where you may have up-skilled or could bring new knowledge to the organisation.

⑦ Mention any interests / hobbies -

* This is where you can highlight your personality in any hobbies or interests outside of work. Note, it is optional to include this on your CV and it's best to avoid starting anything that could cause friction early on.

⑧ References (Optional) -

* You can list references that can enable you into the recruitment process. It is important to make sure you have them readily available and contactable when requested.

⑨ Declaration -

* It's important to declare the information furnished towards the end of the CV (Résumé). It will suggest your professional ethics.

⑩ End the CV with/mentioning your place and date on the left hand side and name and designation on the right hand side of CV -

* Do not forget to write your place and date on the left side corner of the CV and your complete ~~address~~ name and designation on the right hand side corner of the CV.

Bio-data: Bio-data is the short form for Biographical Data and is an archaic terminology for Resume or CV. In a bio-data, the focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status, and the like. A chronological listing of education and experience come after that.