

Resume is a French word meaning *summary*
Curriculum Vitae is a Latin word meaning *course of life*
Bio Data is the short form for Biographical Data

RESUME:

- It signifies a summary of one's employment, education, and other skills
- It is used in applying for a new position.
- A resume seldom exceeds one side of an A4 sheet, and at the most two sides.
- It does not list out all the education and qualifications, but only highlight specific skills customized to target the job profile in question.
- A resume is usually broken into bullets and written in the first person to appear objective and formal. A good resume starts with a brief Summary of Qualifications, followed by Areas of Strength or Industry Expertise in keywords, followed by Professional Experience in reverse chronological order. Focus is on the most recent experiences, and prior experiences summarized. The content aims at providing the reader a balance of responsibilities and accomplishments for each position. After Work experience come Professional Affiliations, Computer Skills, and Education.

CURRICULUM VITAE (C.V.) is a Latin word meaning "course of life".

- Curriculum Vitae (C.V.) is therefore a regular or particular course of study pertaining to education and life.
- A C.V. is more detailed than a resume, usually 2 to 3 pages, but can run even longer as per the requirement.
- A C.V. generally lists out every skills, jobs, degrees, and professional affiliations the applicant has acquired, usually in chronological order.
- A C.V. displays general talent rather than specific skills for any specific positions.

BIO-DATA, the short form for Biographical Data, is the old-fashioned terminology for Resume or C.V.

- The emphasis in a bio data is on personal particulars like date of birth, religion, sex, race, nationality, residence, martial status, and the like.
- Next comes a chronological listing of education and experience.
- The things normally found in a resume, that is specific skills for the job in question comes last, and are seldom included.

Differences between Bio-Data, C. V. and Resume as per international job market:

- Bio-data also includes applications made in specified formats as required by the company. A resume is ideally suited when applying for middle and senior level positions, where experience and specific skills rather than education is important. A C.V., on the other hand is the preferred option for fresh graduates, people looking for a career change, and those applying for academic positions.
- The term bio-data is mostly used in India while applying to government jobs, or when applying for research grants and other situations where one has to submit descriptive essays. Resumes present a summary of highlights and allow the prospective employer to scan through the document visually or electronically, to see if your skills match their available positions. A good resume can do that very effectively, while a C.V. cannot.
- A bio-data could still perform this role, especially if the format happens to be the one recommended by the employer. Personal information such as age, sex, religion and others, and hobbies are never mentioned in a resume. Many people include such particulars in the C.V. However, this is neither required nor considered in the US market.

Resume Principles to Remember

Do:

- Start with a short summary of who you are and why you're the right person for the job
- Emphasize accomplishments over responsibilities
- Create a new version of your resume for every opportunity

Don't:

- Use clichés — explain what makes you a good candidate in concrete, specific words
- Cram text in or use a small font size — it has to be readable
- Cut and paste your resume into your LinkedIn profile

Types of Resume:

Chronological Resume:

- Lists your work history in reverse chronological order (most recent first).
- A resume format preferred by many employers
- **The preferred format for undergraduate to use**
- Works best for those who have progressed in titles and have a good work history

Functional resume:

- Centres around skill areas that relate to the position for which you're applying.
- Works well for those with limited education, significant employment gaps, lack of work experience or experience in a different field.
- **This format can be used both by recent graduates and career changers.**
- If someone likes to use a functional format, must seek assistance from a career adviser for feedback.

Combination resume:

- Combines both detailed work history and skills
- **Usually includes a 'skill summary' or 'highlights' near the top.**
- Skills section must be kept short, somewhere in four to six bullets

Mega resume:

- Lists skills, work experience, honours and awards, activities, internship, education, hobbies and interests
- Includes anything that an employer would want to know
- **Easily customizable, i.e, each resume for each employer; and include only relevant information**