

Technical Communication

Unit 2 - Exercise 1

1. Define CV, Resume and Bio-data.
2. Differentiate between CV & Resume.
3. Explain various types of resumes and guidelines for writing a good resume.
4. Explain various sections / structure of a resume.
5. Define job application and its types with examples.

Q.1. Define CV, Resume and Bio-data.

CURRICULUM VITAE:

A C.V. (curriculum vitae) is a detailed document outlining all of your life experience, achievements, qualifications, associations, awards and skills.

Curriculum Vitae (C.V.) is a Latin word meaning "course of life". 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.

RESUME:

A Resume is a more concise document, an abbreviated version of your CV that focuses on specific skills and achievements, usually in relation and relevant to an employment opportunity.

One of the biggest differences between a résumé and a CV is in the audience. A CV speaks largely to an academic audience and documents your academic and intellectual accomplishments. A résumé is read by hiring managers in a nonacademic organization and should be tailored to this group.

Resume is a French word meaning "summary", and true to its meaning, it signifies a summary of one's employment, education, and other skills, used in applying for a new position. A resume seldom exceeds one side of an A4 sheet, and at the most two sides. They do 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 third 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 Educations'.

BIO-DATA:

Bio-Data the short form for Biographical Data is the old-fashioned terminology for Résumé or C.V. The emphasis in a bio data is on personal particulars like date of birth, religion, sex, race, nationality, residence, marital status, and the like, used mainly for government jobs.

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. 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 are 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.

Resume's 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, hobbies and others 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. A Bio-data, on the other hand always include such personal particulars.

Q.2. Differentiate between CV, Resume and Bio-data.

People use the words RESUME, C.V., and Bio-data interchangeably for the document highlighting skills, education, and experience that a candidate submits when applying for a job. On the surface level, all the three mean the same. However, there are intricate differences.

C.V. (Curriculum Vitae)	Resume	Bio-data
A written record of education and the jobs one has done used for jobs in academic field.	A short summary or account of experience and skills used for jobs in non-academic field.	Bio-Data the short form for Biographical Data is the old-fashioned terminology for Résumé or C.V. The emphasis in a bio data is on personal details like date of birth, religion, sex, race, nationality, residence, marital status, and the like, used mainly for government jobs.
A C.V. (curriculum vitae) is a detailed document outlining all of your life experience, achievements, qualifications, associations, awards and skills.	A Resume is a more concise document, an abbreviated version of your CV that focuses on specific skills and achievements, usually in relation and relevant to an employment opportunity.	

CVs are commonly used for academic jobs or when applying for grants.	Resumes are used for non-academia jobs and are more common in the USA.	
A CV should include everything you've ever done, listed in reverse chronological order, to make it easier to prioritize more recent information.	A resume should be a shorter, more focused account of your relevant skills and achievements required for the job vacancy.	
<p>Curriculum Vitae (C.V.) is a Latin word meaning "Course of life". 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.</p> <p>A C.V. generally lists out every skills, jobs, degrees, and professional affiliations the applicant has acquired, usually in chronological order.</p> <p>A C.V. displays general talent rather than specific skills for any specific positions.</p>	<p>Resume is a French word meaning "Summary", and true to its meaning, it signifies a summary of one's employment, education, and other skills, 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 highlights specific skills Customized to target the job profile in question.</p>	
A C.V. is the preferred option for fresh graduates, people looking for a career change, and those applying for academic positions.	A resume is ideally suited when applying for middle and senior level positions, where experience and specific skills rather than education are important.	
CV is a long document	Resume is a short document	

Q. 3. Explain various types of resumes and guidelines for writing a good resume.

Types of Resume:

- a) Chronological
- b) Functional
- c) Hybrid
- d) Electronic

a) Chronological Resume:

- Emphasizes your education and work experience.
- Most effective when such experience clearly relates to the job you are seeking.
- List entries in reverse order, beginning with your most recent experience or qualification.
- Preferred by most employers.
- Most common way of organizing the information in a resume.

b) Functional:

- Features the skills you bring to the job.
- Provides examples of the most significant experiences that demonstrate these abilities.
- Emphasizes individual fields of competence i.e., demonstrates the applicants' ability to handle the position they are applying for.

c) Hybrid:

- Includes the best features of the chronological and functional resume.
- Not commonly used as it tends to be very long and repetitive.

d) Electronic:

- Electronic resumes are prepared for the purpose of uploading on the world wide web's using ASCII (American Standard Code for Information Interchange) or HTML (Hyper Text Markup Language) formats, so that prospective employers can view them.

Guidelines for writing a good resume:

- 1) The resume should be well written, sentences and paragraphs should be short and simple.
- 2) Use of Jargons should be avoided.
- 3) It should provide all necessary information, relating to the applicants education and experience.
- 4) Any personal information which is not directly related to the job should not be included.
- 5) It should be complete in all respects.

Q.4. Explain various sections / Structure of a resume.

Structure of a Resume:

1. Heading – It includes the candidates name, address, mobile number, E-mail address.
2. Position Sought – The candidate should clearly mention the post he is applying for.
3. Career Objective – Here the candidate expresses his approach (way of thinking) towards the job.
4. Education – One's academic as well as professional qualification in detail.
5. Special Skills – Special skills and aptitudes
6. Work Experience – the work experiences should be highlighted.
7. Achievements and Awards – It focuses on one's personal social and academic achievements.
8. Activities and Interest – It includes extracurricular activities and personal interest.

9. Personal Information – Hobbies, parent's detail, social status etc.
10. References – Provide one or two reference persons who can vouch for your work and skill capabilities.
11. Date and Signature – Signature of the applicant with date

Q.5. Define job application and its types with examples.

Job Application Letter

Job application letters are written while applying for a job. Job application letter is written for offering one's services to the prospective employer. Through this letter, one tries to sell his services. It is accompanied with resume or curriculum vitae including all the essential principles of formal business letter.

The purpose of job application letter is to persuade targeted employers to read the attached resume or curriculum vitae. Through this process, one motivates the employer to contact him for further interview. So, it plays very important role in the job search procedure for professionals.

Types of Job Application Letters:

Job application letters are of following two types:

(a) Solicited Job Application Letters:

These are written in response to an announced or advertised post.

(b) Unsolicited Job Application Letter:

These are written and sent to an organization that has not announced or advertised a post.

Job Application Letters are written in three parts:

- a) Opening
- b) Main Body
- c) Close

EXAMPLE OF A 'SOLICITED JOB APPLICATION LETTER'

XYZ

H. No. – 48, Sector III
Rajendra Nagar
Sahibabad, Ghaziabad
(U.P.) 201007
0120-2897438
xyz@gmail.com

06 October, 2023

HR Manager
Reliance Communications Ltd.
Sector 8, Noida
(U.P.) 203201

Subject: **Application for the post of Maintenance Manager**

Dear Sir,

Through the 'Job Vacancy' column of the newspaper 'The Times of India' dated 08 November, 2009, I have learned that there is lying a vacancy for Maintenance Manager in your esteemed organization. I most respectfully beg to offer my services for the same. I have two years of experience in the relevant field. My resume is enclosed herewith for your ready reference.

As "proven skills" are best explained in person, I would appreciate an interview with you. Please phone me any afternoon between 2 and 5 p.m. to let me know the day and time most convenient for you.

Yours sincerely,

-sd-
XYZ

Enc: Resume

EXAMPLE OF AN 'UNSOLICITED JOB APPLICATION LETTER'

H. No. – 48, Sector III
Rajendra Nagar
Sahibabad, Ghaziabad
(U.P.) 201007
0120-2897438
xyz@gmail.com

06 October, 2023

HR Manager
Reliance Communications Ltd.
Sector 8, Noida
(U.P.) 203201

Subject: **Application for the post of Maintenance Manager**

Dear Sir,

I, most respectfully beg to offer my services for the post of Maintenance Manager in your esteemed organization. I have two years of experience in the relevant field. My resume is enclosed herewith for your ready reference.

As "proven skills" are best explained in person, I would appreciate an interview with you. Please phone me any afternoon between 2 and 5 p.m. to let me know the day and time most convenient for you.

Yours sincerely,

-sd-
XYZ

Enc: Resume

Sample Resume

XYZ

H. No 310, Street No. 14,
Vijay Nagar, Ghaziabad, U.P. Contact No.: +91-1234567890
Email : XYZ@gmail.com

CAREER OBJECTIVE:

Seeking an entry-level position to begin my career in a high-level professional environment, where I can utilize my technical skills to the maximum.

POSITION APPLIED FOR: Software Intern

ACADEMIC CREDENTIALS:

S. No.	Qualification	Board/University	Year	Percentage
1	B.Tech (ME)	Dr. APJ Abdul Kalam University	2012-16	75
2	Intermediate	CBSE	2011	90
3	High School	CBSE	2009	91

COMPUTER PROFICIENCY:

Working knowledge of Windows and Internet, familiar with MS-Word/MS-Excel
Information Technology Certificate issued by ICAI
Language: C, C++
General and Graphical Application: JAVA, HTML

PROJECTS UNDERTAKEN:

Company Name: XYZ Pvt. Ltd.

Project Title: Design and Fabrication of a Solar Water Heater

Description: The project was aimed at designing a solar water heater by using a simple, cheap, readily available elements.

Duration: One month

TRAINING UNDERGONE:

3 days training on welding (arc and gas), forging, gas cutting for making machine parts.
Week long training on power generation in a basic thermal power plant.

PROJECT REPORT:

Visitors counter using AVR micro controller

CO-CURRICULAR ACTIVITIES:

- Member and coordinator of Discipline committee, AIMS, Delhi.
- Actively participated in Technical cultural events.
- Coordinator in technical and sports team of college in AURA 2012.
- Coordinator in TECHNOTSAV 2011 in college.

ACHIEVEMENTS:

- Merit of receiving certificate for participating in Science Talent Hunt Examinations.
- Winner of various certificates in various inter school quiz competition.

INTERPERSONAL SKILLS:

- Good Communication Skills.
- Easily negotiate with other people.
- Have high level of persuasiveness
- Ability to cope up with difficult situations
- Confident, Determined and Hardworking

PERSONAL DETAILS:

- Father's Name: XYZ
- Sex: Male
- Date of Birth: 29th July, 1989
- Language Known: English & Hindi
- Nationality: Indian
- Hobbies: Internet Surfing, Reading Newspaper, Playing Cricket, Football etc.

DECLARATION:

I do hereby declare that all the above information is true to the best of my knowledge and belief.

Place:

Date:

XYZ