

RESUME

THERE ARE SEVEN BASIC TYPES OF RESUMES YOU CAN USE TO APPLY FOR JOB OPENINGS. YOU CAN CHOOSE TO WRITE A CHRONOLOGICAL, FUNCTIONAL, COMBINATION, OR A TARGETED RESUME. EACH RESUME TYPE IS USED FOR DIFFERENT PURPOSES. THEREFORE, WHEN DECIDING WHICH TYPE OF RESUME TO USE, YOU HAVE TO THINK ABOUT YOUR CURRENT CIRCUMSTANCE

➤ Different Type of Resume

1. Chronological Resume

A [chronological resume](#) starts by listing your [work history](#), with the most recent position listed first. Below your most recent job, you list your other jobs in reverse chronological order. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This is the most common resume type.

This type of resume works well for job seekers with a strong, solid work history. If you are starting your career, or if you are changing career fields, you might consider a different resume type.

2. Functional Resume

A [functional resume](#) focuses on your skills and experience, rather than on your [chronological work history](#). Instead of having a “work history” section at the top of your resume, you might have a “professional experience” or “accomplishments” section that lists various skills you have developed over the years.

A functional resume also sometimes includes a [resume summary](#) or [headline](#) at the top, which details a person's skills and achievements. A functional resume might not include one's [employment history](#) at all or might have a concise list of work history at the bottom of the resume.

Functional resumes are used most often by people who are [changing careers](#) or who have gaps in their employment history. It is also useful for people who are new to the workforce, have limited work experience, or who have a [gap in their employment](#). By highlighting skills rather than work history, one can emphasize that he or she is qualified for the job.

2. Combination Resume

A [combination resume](#) is a mix between a chronological resume and a functional resume. At the top of the resume is a list of one's skills and qualifications. Below this is one's chronological work history. However, the work history is not the focus of the resume and typically does not take up much space on the resume.

With this type of resume, you can highlight the skills you have that are relevant to the job you are applying for, as well as provide your chronological work history. After all, most employers want to see your chronological work history, even if that history is not very extensive.

This kind of resume helps you highlight what makes you the best fit for the job, while still giving the employer all the information he or she wants.

3. Infographic Resume

[Infographic resumes](#) include graphic design elements in addition to or instead of text. A traditional resume uses text to list a candidate's work experience, education, and skills, while an infographic resume uses layout, color, design, formatting, icons, and font styling to organize content.

4. Resume with Profile

A resume with a [profile section](#) includes a concise summary of an applicant's skills, experiences, and goals as they relate to a [specific job](#). This summary (typically no more than a couple of sentences long) helps the candidate "sell" his or herself to the company to which he or she is applying.

[Adding a profile](#) is helpful for almost any applicant. If you have extensive experience, a profile can concisely explain that experience to the hiring manager right away. If you have limited work experience, a profile can help you highlight the skills that you do have.

5. Targeted Resume

A [targeted resume](#) is a resume that is customized to specifically highlight the experience and skills you have that are relevant to the job you are applying for. It takes more work to write a targeted resume than to click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

Try to write a targeted resume for every job. Employers can easily see when you submit a generic resume, rather than thinking about why you are qualified for that specific job.

6. Nontraditional Resume

A [nontraditional resume](#) is a unique version of your resume that may include photos, graphics, images, graphs, and other visuals. It might be an online resume, or a physical

resume with infographics, as mentioned above. It could also be a video or a resume on a social networking website.

Nontraditional resumes are ideal for people in creative fields, who want to demonstrate their ability to create visually engaging designs or to create web pages. It can be a good way for a job candidate to stand out from the crowd in professions like design, web design, journalism, and more.

7. Mini Resume

A [mini resume](#) contains a [brief summary](#) of your career highlights and qualifications. It only contains the information that relates to the position you are applying for or the industry you would like to work in.

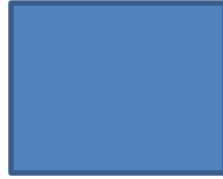
In most cases, your [traditional resume](#) will be appropriate. A mini resume, however, can be useful at job fairs or career networking events when you're meeting with many people and want to leave them with something more than just a [business card](#). You can also use a mini resume when you're networking and would like your contact to pass on your information to a hiring manager or recruiter.

RESUME FORMAT

Harsh S. Zanwar

Mobile : +91 8329322596

E-Mail : zanwarharsh2001@gmail.com



Career Objectives

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Personal Profile

- Date of birth : 07th September 2001
- Gender : Male
- Marital status : Single
- Language known : English, Hindi, Marathi & Marwari
- Permanent Address : 'Zanwar Niwas'
ND-42 P-1 8/4
HUDCO
New Nanded
Maharashtra 431 603

Key Achievements

- Winner in district level science exhibition held at Nagarjuna Public school in 2013. Under the topic of Global Warming.

Academic Qualification Course	University /Board	Institute	Year of passing	Percentage
Diploma in Information Technology	MSBTE Mumbai	Government Polytechnic Nanded	1st Year	70.60
School Secondary Certificate	Latur	Gujrati High School Nanded	2018	84.40

Extra-curricular activities

- Participated in district level Free Hand Drawing organized by Hemant Patil at Kusum Sabhagruh Nanded on 12th December 2015
- Player of school cricket team for 3 years

Software Proficiency

- MS-CIT (Maharashtra State Certificate in Information Technology) certification from Sai Krupa Institute Hudco New Nanded in June -2018 with Score of 80/100
- Microsoft Office (Word , Excel and Power Point)

Area of interest

- Planning
- Software Development

Personal Trait

- Creative and logical
- Problem solving ability
- Co-operative and keen observer

Hobbies and Interests

- Cricket
- Singing
- Learning New Things

reference

.Sunil Zanwar:-7774027771

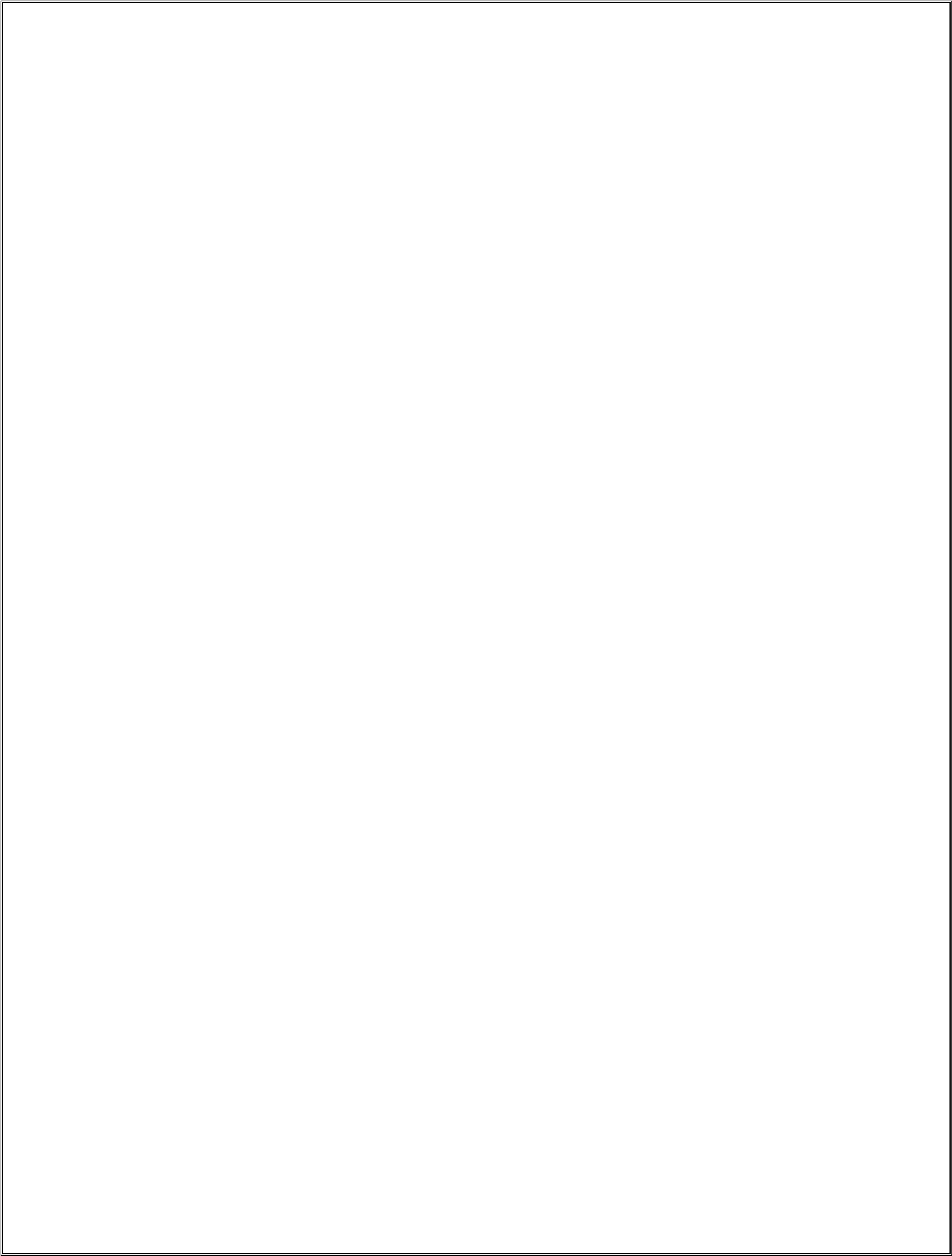
Ritik patil:-8329322596

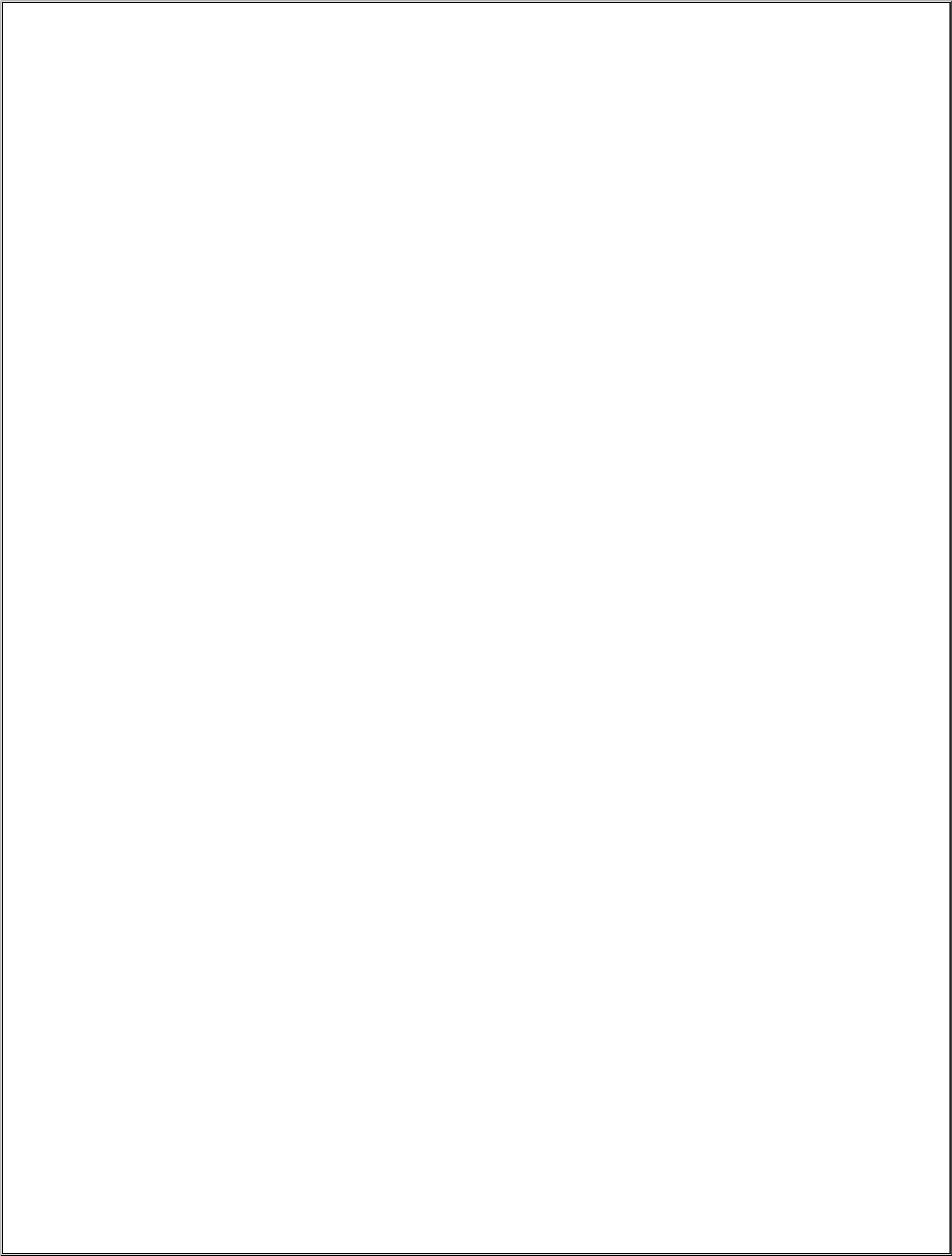
Date

Place: Nanded

Name: Harsh S. Zanwar

Signature : Harsh





BIODATA

Biodata

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In industrial and organizational psychology, biodata is biographical data. Biodata is "...factual kinds of questions about life and work experiences, as well as items involving opinions, values, beliefs, and attitudes that reflect a historical perspective." Since the respondent replies to questions about themselves, there are elements of both biography and autobiography. The basis of biodata's predictive abilities is the axiom that past behavior is the best predictor of future behavior. Biographical information is not expected to predict all future behaviors but it is useful in personnel selection in that it can give an indication of probable future behaviors based on an individual's prior learning history. Biodata instruments (also called Biographical Information Blanks) have an advantage over personality and interest inventories in that they can capture directly the past behavior of a person, probably the best predictor of his or her future actions.[citation needed] These measures deal with facts about the person's life, not introspections and subjective judgements.

Over the years, personnel selection has relied on standardized psychological tests. The five major categories for these tests are intellectual abilities, spatial and mechanical abilities, perceptual accuracy, motor abilities and personality tests. The mean coefficient for a standardized test of g is 0.51. A review of 58 studies on biodata found coefficients that ranged from 0.32 to 0.46 with a mean validity of 0.35. The mean validity of interviews was found to be 0.19. research has indicated a validity coefficient of 0.29 for unstructured interviews and 0.31 for structured interviews but interview results can be affected by interviewer biases and have been challenged in a number of different court cases.

In summary, biodata has been shown to be a valid and reliable means to predict future performance based on an applicant's past performance. A well-constructed biodata instrument is legally defensible and unlike the interview, is not susceptible to error due to rater biases or the halo effect. It has proven its worth in personnel selection as a cost-effective tool.

In the South Asian community (Nepal, India, Pakistan, Bangladesh), a biodata is essentially a résumé. The purpose is like that of a résumé, to eliminate some candidates from the pool of prospective suitors before meeting others. The biodata generally contains the same type of information as a résumé (i.e. objective, work history, salary information, educational background), but may also include physical attributes, such as height, weight, hair/skin/eye color, and a photo.

BIODATA FORMATE

BIODATA

NAME: Bhushan Dasharath Yoge

EDUCATION QUALIFICATION : B.Sc. (Agriculture)

DATE OF BIRTH: 14/10/1974

LANGUAGES KHOWN: Marathi/Hindi/English /Telugu

CORRESPONDENCE ADDRESS: Adithyavihar Apartment,
Flat No:10,Tendulkar Colony,
Pangari Road,Adarshnagar,
Beed-431122 , M.S .State.

LANDLINE NO: 02442 220798

CELL NO: 9403139782/9420112705

EMAIL ID: bhushanyoge.yoge7@gmail.com
yoge.bhushan@yahoo.in

PERMANENT ADDRESS: AS ABOVE

PHYSICAL HANDICAP: YES ,HEARING DISABILITY
(HEARING IMPAIRED-48%)

GENDER: Male

MARIATAL STATUS: Married

NATIONALITY: Indain

CURRICULUM

the subjects comprising a course of study in a school or college.

the three important types of curriculum in India:-

1. The Activity Curriculum

2. Child Centered Curriculum

3. Core Curriculum.

1. The Activity Curriculum

Most of the educationists have given priority on activity. Froebel, Montessori, Pestalozzi, Comenius, Rousseau insisted upon introducing creative and productive work as an integral part of curriculum. Rousseau said, “Instead of making the child stick to his books I keep him busy in the workshop, where his hands will work to the profit of his mind”.

Advantages of Activity Curriculum:

The following are the advantages of activity curriculum:

- (i) Education becomes meaningful when the learner finds activities according to his own interest and attitude.
- (ii) This type of curriculum promotes team work and cooperative activities.

2. Child Centered Curriculum

The modern teaching-learning process aims at the all-round development of the child-physical, intellectual, emotional, social, spiritual and so on. It has been giving stress on the child or the learner as the center of all kinds of curricular and co-curricular activities.

The NPE 1986 has emphasized the child-centered approach, “A warm welcoming and encouraging approach in which all concerned share solicitude for the needs of the child is the best motivation for the child to attend school and learn”.

Advantages:

The following are the advantages of child-centered curriculum:

- i. This type of curriculum keeps more emphasis on the problem of the children rather than subject matter.
- ii. It helps correlation in learning.
- iii. There is a scope for active participation of the child in the learning process.

3. Core Curriculum.

Traditionally core curriculum includes all required content areas in the school programme. More recently, the term ‘core’ refers to type of course such as general education, united studies, common learning’s, social living and integrated programme. A curriculum based on the essential learning and a common scheme of studies is referred to as a core curriculum.

CURRICULUM FORMAT

CURRICULUM VITAE

Name & Surname : TY TORN
Address : #79, St 218, Sangkat Tuek La Ak III,
Khan Tuel Kok, Phnom Penh, Cambodia.
Tel : (855-10) 708 887/ (855-97) 746 9888
Email : ty.torn@gmail.com
Apply for : Restaurant Assistant Manager



PERSONAL DATA

Nationality : Cambodian
Sex : Male
Marital Status : Single
Date of Birth : June 06, 1988
Place of Birth : Toul village, Teuk Laak Commune, Prey Nop District, Sihanouk Prvince

EDUCATION

2009-2012 : Bachelor of IT (Information Technology) at KUTM (Khmer University of Technology and Management) and Bachelor of English at UME (University Of Management and Economics)
2006-2009 : Studied at Veal Renh High School
2003-2006 : Studied at ToulKeo Secondary School
1996-2003 : Studied at ToukKeo Primary School

ADDITIONAL TRAINING

May-August, 2010 : Has successfully and satisfactorily completed a Short Course of Computer for: Microsoft Office Word and Excel 2003 at UME
29 June, 2010 : Has completed training in recognition of Participation in the Workshop on U.S.A Economic crisis-Why?
19 Dec, 2009 : Be successful completion of Workshop on Supporting Street Children and Understanding Substance Abuse.
9-10 Feb, 2010 : Has Attended the Road Traffic Law Course and Motorcycle Driving Skill.
April-Dec, 2010 : Successfully completed the Course Parts of Speech in English at UME.
30 March-5 April, 2011 : Completed the Following F&B Programs:
- Basic Customer Service
- Basic Table Service
August 24, 2011 : Has successfully completed the employee development program, Complain Handling
March 14, 2011 : Has successfully completed the employee development program, Basic Fire Safety Training

Conclusion

The difference between CV and Resume is very clear; CV covers all the aspects of a person's career while Resume is straight forward to the particular job. CV is more detailed as compared to a Resume. There is no contradiction as well as confusion between these two terms. In most of the countries, while the course of employment, CV or a resume is demanded from the candidates. The contents of the two, documents differ in many respects, which is discussed in this article.

Reference



➤ [Formatting Tips for Your Curriculum Vitae \(CV\) - The Balance Careers](https://www.thebalancecareers.com › Finding a Job › Job Searching › Curriculum Vitae)
<https://www.thebalancecareers.com › Finding a Job › Job Searching › Curriculum Vitae>

➤ [Sample Resumes & Example Resumes with ... - Resume.com Logo](https://www.resume.com/sample)
<https://www.resume.com/sample>

➤ [Curriculum Vitae \(CV\) Samples and Writing Tips - The Balance Careers](https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349)
<https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349>

Introduction

Resume is a French word meaning *summary* presented in maximum 1-2 pages. A resume is ideally a summary of one's education, skills and employment when applying for a new job, with focus on the most recent experiences.

A resume doesn't have to be ordered chronologically, or cover your whole career. Resume needs to be freshly tailored for each specific job depending on recruiter's needs. The goal of a resume is to make an individual stand out from the competition.

Curriculum Vitae is a Latin word meaning *course of life*. It is more detailed than a resume, generally 2 - 3 pages, listing out every skill, all the jobs and positions held, degrees, professional affiliations the applicant has acquired, and in chronological order. A C.V. is used to highlight the **general talent** of the candidate **rather than specific skills** for a specific position.

Bio means life. Bio Data is the short form for Biographical Data and is an old terminology for Resume or C.V. 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 comes after. It is not about skills or specialization.

CONTENT

CONCLUSION

REFERENCE:

SOURCES USED

