

2. Which of the following should be included in the contact information section of a resume?

- a) Full home address
- b) Personal social media profiles
- c) Driver's license number
- d) Phone number and professional email address



Answer: d

Phone number and professional email address

Conclusion

- Both a CV (Curriculum Vitae) and a resume are crucial first impression documents in the professional world, serving as essential tools for job applications and career advancement.
- Curating and editing these documents, time to time, throughout one's career will give a clear picture of one's career advancement.
- Therefore, its of utmost importance to keep updating and learning how to present yourself through your CV/Resume.

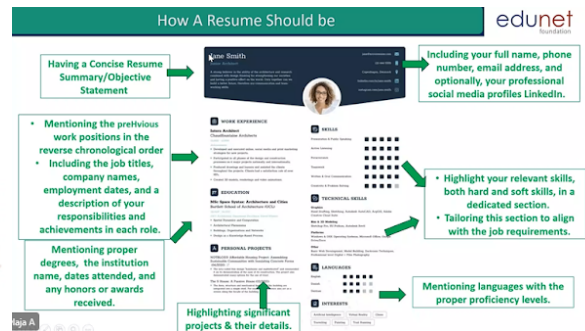


Differences	Resume	Curriculum Vitae
Length	Shorter the better (1 Pager)	Longer the better. More content talks more about the experiences
Focus	Contribution based- how did you make a difference where you worked	Expertise based- what makes you an expert in your field
Experience	In a reverse chronological order (last job first)	Highlights mentioned with clear roles and responsibilities taken up
Education	To be mentioned after the experience (for experienced candidates)	To be always mentioned at the top of the CV.
Additional Items	Various skills, Volunteer works, Certification, Awards, etc.	Publications, research, etc.

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1. What is the primary purpose of a resume?

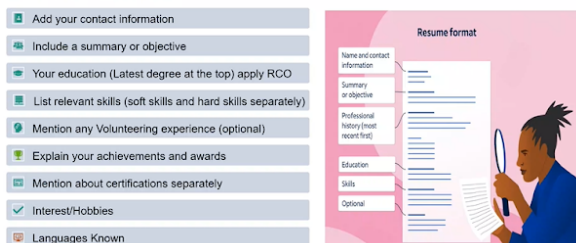
- a) To provide a detailed autobiography
- b) To showcase all personal achievements
- c) To secure a job interview
- d) To list personal hobbies and interests



What work experience should be added as a fresher in a Resume?



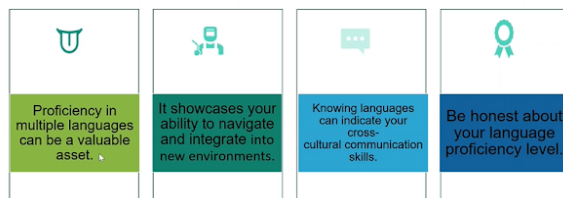
Resume Format and Structure



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Why 'Languages Known' is an important aspect of a Resume?



Importance of a well-crafted Resume in the job Application Process

- 1 First Impression
- 2 Showcase Qualifications
- 3 Highlights Achievements
- 4 Matches Job Requirements
- 5 Demonstrates Communication Skills
- 6 Saves Time
- 7 Professionalism



In essence, a well-crafted resume acts as a powerful marketing tool that sets you apart from other applicants and helps you secure opportunities for interviews.

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What is a Resume?

KEY POINTS

- Summary:** Highlights your skills, experience, and qualifications.
- Objective:** States your career goals and what you want to achieve.
- Education:** Lists your academic background and degrees.
- Experience:** Details your work history, including job titles, companies, and dates.
- Skills:** Shows your abilities relevant to the job you're applying for.
- Achievements:** Highlights specific accomplishments or awards.
- References:** Optionally includes contacts who can vouch for your work.

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