

Question 1:

Difference between CV and resume:

A CV and a resume are both documents used to apply for jobs, but they have some key differences.

CV:

- A CV is typically **longer and more detailed** than a resume.
- A CV includes information about name, contact information, education, work experience, skills, awards, publications, research projects and other accomplishments.
- A CV is a comprehensive document that outlines your professional experience and qualifications. By showcasing your achievements and experiences in a concise yet detailed manner.
- CV submitted for jobs in academia, scientific research, and medical fields, are **credential-based**, providing a comprehensive (and often lengthy) listing of one's education, certifications, research experience, and professional affiliations and memberships.

Industry:

It is often used when applying for positions in **academia or research-related fields**. They are also used in **college admissions applications, for scholarships, grants, fellowships, and research or teaching position.**

cv example

RESUME:

- A resume should be **as concise** as possible. Typically, a resume is one page long.
- A resume typically focuses on **relevant work experience** and skills that are applicable to the job being applied for.
- A resume is a document used to present your skills and qualifications for a job. It is important to make sure that it is **well-written and up-to-date**.
- The main components of a resume include your contact information, work experience, education, and any relevant skills or certifications. It can also include any awards or honors you have received.
- Most resume are **competency-based**, they are personal marketing documents intended to showcase the candidate's skills, notable achievements, and work experience to the greatest advantage.
- Resumes often include bulleted lists to keep information concise.

Industry:

Resume is usually used when applying for positions in the **private sector or public sectors** which are often referred to as “**industry positions**” in contrast to academia. It is typically used when applying for **jobs, internships in a specific domain of industry**.

[resume example](#)

Question 2:

Key components that should be part of technology domain CV:

- Your objective/goal
- work experience with detail responsibilities (from latest to old)
- education
- skills and certifications/awards
- domain knowledge
- community work if any
- creative thinking
- technical/computer skill
- communication
- multitask, time manager
- references
- projects

References

- Herrity, J. (2023, February 4). *Resume vs. CV (Curriculum Vitae): Key Document Differences*. Indeed Career Guide. <https://www.indeed.com/career-advice/resumes-cover-letters/difference-between-resume-and-cv>
- <https://plus.google.com/107558249436064765427/posts>. (n.d.). *Resume Maker: Create a standout professional resume and CV*. Resumonk. <https://www.resumonk.com/>
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ZAINAB ZAFAR

My analytical intuition and a goal-oriented mindset help me find creative solutions to any problem. Though as newly stepped into this field, my mission is to develop my skills in database management and data science and looking for opportunities to apply and deepen my knowledge.

Experience

September 2022–November 2022

Data entry • CAB 9

- Enter the data of the client's details/bookings
- Analyze any mistakes in current data and make excel sheets.
- monthly workers activity check in balance.

Education

September 2021- present

**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY, AIR
UNIVERSITY, ISLAMABAD**

CGPA*= 3.5

Skills

- | | | |
|--------------------|------------------|-----------------------|
| -C++/ C | -Microsoft Excel | -strong interpersonal |
| -Problem solving | -Data mining | skills |
| -Initiative driven | -Data entry | |

Activities

- proficient in Urdu(native), English(A2)
- certified Microsoft office expert
- part of Microsoft learn student ambassador as content writer
- book reading , a hobby



Dhok paracha, Satellite town
Rawalpindi, Pakistan



+92 316 5436829



zainabzafarkhan23@gmail.com



[linkedin.com/in/zainab-khan-347a48244/](https://www.linkedin.com/in/zainab-khan-347a48244/)

