

- Curriculum Vitae

### **1. Introduction**

Curriculum vitae which is also known as bio-data is a detailed information of an applicant who applies for the particular job. Sometimes curriculum vitae is also taken as a synonym of resume but they are not exactly alike. If you are preparing curriculum vitae, you are expected to mention your detailed information on the contrary in resume short information is included. However, nowadays people are using both interchangeably at the cost of the difference.

Designing a curriculum vitae is the first step to be taken in getting job. It is a summary of your qualification, professional activities and work experience. It is usually designed and dispatched in response to an advertised position. The CV of a senior executive with a few years of experience and that of an engineer fresh from college are radically different. There are, however, a few basic points which are common to both and these are choice of the paper, format, and font for computer typing and sequencing of information.

Today employers do not employ any persons on grounds of nepotism and favoritism. Their concern is only with the candidate's inherent talents, dynamism and dedication. Nowadays there is a fierce competition among the organizations which are keen to capture the market of their products by producing quality goods at reasonable rates. For this purpose, they require the services of highly talented and professionally sound personalities who will be devoted and dedicated to the company. In this context, your CV is to be considered a brochure on yourself. The brochure of any firm is always made attractive, as it boosts its image. Similarly, your CV attractively designed with all relevant details creates a favorable impression in the minds of the employer.

### **2. Components of Curriculum Vitae/Bio-data/Resume**

CVs written for different jobs are different in terms of incorporating the parts and the way of managing these parts. However, the following components are regarded as the common components generally required in almost all sorts of jobs and CV writing.

- Personal Identification
- Career Objectives
- Academic Qualifications
- Work Experience
- Professional Skills
- Professional Affiliations
- Additional Information
- References

### i. Personal Identification

This section generally includes

- Name (generally capital, first name-full, middle name-abbreviated, last name-full)
  - It can be bold or in capital font
  - Sometimes first name first or in some cases surname first and first name last
- Full address
  - Permanent
  - Correspondence
  - Contact No.
  - Email id
- Date of birth
- Place of birth (opt)
- Nationality (opt)
- Marital status (opt)
- Sex (opt)
- Religion (opt)

### ii. Career Objectives

A career objective refers to the ultimate aim of an applicant. While mentioning the career objectives, one has to be careful that the objective and the post for which he/she is applying for should be matching.

### iii. Academic Qualification

It clarifies the academic degrees received by the applicant in different levels in detail. It is usually mentioned in the tabular form but it is not the hard and fast rule, it can be written in other style as well. To mention the educational information both chronological and reversed chronological order are followed. But mentioning in reverse order is the new trend. Basically the following aspects are mentioned in the academic qualification

- degree
- passed year
- board/ university
- name and location of the institutes attended
- major subjects/specialization
- percentage/grade/division

### iv. Work Experience

In this section the applicant mentions the list of the related works done in the past. Traditionally those works were presented in chronological order but nowadays work experience is mentioned in reversed chronological order (current job listed first, previous jobs listed next). Generally work experience includes the following information

- the time period
- the job title
- the name and the address of the institutions
- the major duty and responsibility (better to mention only those responsibilities which will support for the prospective job)

### v. Professional Skill

As the name itself suggests that it shows the individual's skill related to his or her profession. It shows the expertise and unique skills of an applicant in his or her discipline. Generally it includes:

- special accomplishments and awards
- new techniques we have implemented
- job trainings
- publications

#### **vi. Professional Affiliations**

It refers to the attachment of an individual to any national and international organizations. Such affiliation shows our dynamism, social consciousness, and our professional sincerity. But it is not better to mention many affiliations because if you mention many affiliations, the prospective employer might question your ability to handle the job.

#### **vii. Additional Information**

The information mentioned in this section does not necessarily provide the required information about the applicant. Instead it provides some additional information. It normally includes:

- hobbies
- languages
- licenses

#### **viii. References**

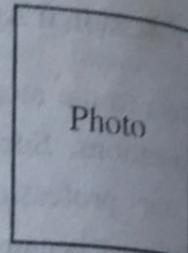
References are not mandatory. Unless we think the need of the references or they provide us an outstanding reference, we could omit this section. We should also seek prior permission from persons whom we list for references. We can write the referees in the following way:

- name
- designation/position
- institute
- address
- contact number

In stead of writing the references, we could also write 'Available upon request' or 'Provided upon request'.

**3. Some examples of CV****Model - I****Curriculum Vitae**

**Name** : SHARMA, ARPAN  
**Father's Name** : Sharma, Baburam  
**Address** :  
**Permanent** : Darsing-9, Syangja  
**Correspondence** : Kirtipur-10, Kathmandu  
**Contact No.** : 9841511697  
**E-mail** : tu.sharma@hotmail.com/yahoo.com  
**Date of Birth:** 24/11/1984 A.D.  
**Marital Status:** Single  
**Objectives** : To obtain a position as a renowned professor of English literature.  
                   : To obtain a position as Nepali English translator at esteemed institute.



Photo

**Academic Qualification:**

S.N	Level	University/ Board	Major Subjects	School / Campus	Percentage
1	M.A.	T.U.	Sociology	Tri-Chandra Campus, Kathmandu	65
2	M.A.	T.U.	English	University Campus, Kirtipur	71
3	B.Ed.	T.U.	English	Prithivi Narayan Campus, Pokhara	67
4	I.Ed.	T.U.	English / Economics	Prithivi Narayan Campus, Pokhara	64
5	SLC	H.M.G.	English / Math, Science	Bhagyodaya Secondary School, Syangja	68

**Experience:**

- 2006- Present : Translator, NNDSWO, Kavre.  
                   : Translating technical and non-technical official document:  
                   : Press releases, research reports, official published reports etc. from Nepali to English and vice versa.
- 2008-Present : Junior Professor, Summit Engineering College, Shreenagar, Banepa.  
                   • Teaching English to the students of Bachelor in

- Engineering.
- Responsibility for developing resource materials and laboratory experiments in the respective subjects.
  - Attending meetings (general meetings, faculty meetings, staff meetings, departmental meetings, committee meetings, subject meetings of university).
- 2007-2008 : English Teacher for Secondary and Higher Secondary level, Rara English Higher Secondary School, Sorhakhutte, Kathmandu
- 2007-2008 : English language and IELTS instructor, Oasis Language and Computer Center, Bag bazaar and Softec, Putalisadak
- : English Teacher, Kantipur English Boarding School, Pokhara.
- Trainings**
- : **Basic Computer Training** (MS Word, Excel, PowerPoint, etc.)
- : **Effective Teaching and Research Methodology** from Jan 30 to 31, 2009 by Summit Engineering College, Shreenagar, Banepa.
- : **Research Methodology** from June 2 to 11, 2010 by Summit Engineering College and University Grants Commission, Nepal

#### Additional information:

1. Language: English, Nepali, Hindi
2. Interest: Helping the helpless
3. Hobbies: Swimming, reading biographies and novels
4. Awards : The **Topper**, Prithivi Narayan Campus, Pokhara.  
: The **First** in the essay competition at Prithivi Narayan Campus, Pokhara.

#### Reference:

1. Prof. Dr. Dipesh Kumar Shrestha,  
Principal, Summit Engineering College, Banepa.  
Contact No: 9851012142
2. Prof. Dr. Bibek Chandra Sharma,  
Head, Central Department of English, T.U. Kirtipur.  
Contact No: 9851082132
3. Mr. Nitesh Nepali,  
Project Co-ordinator, NNDSWO, Kavre.  
Contact No: 9841234325

Date: .....

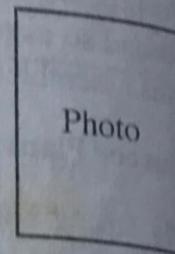
Signature .....

**Model - III**

A sample CV of a fresh engineering graduate.

(Ms.) Nazneen Farhana  
12, Govindaswamy Street  
Geroge Town  
Chennai

Tel. No. 6123587 (044)



- 1. Position Sought :** Junior Engineer
- 2. Achievements :**
- a. Educational:
    - i. B.E. Computer Science and Engineering [2004—2008 ]  
National College of Engineering, Tiruchy
    - ii. Higher Secondary Course[2002—2004]  
St. John Higher Secondary School, Tiruchy  
92%(aggregate)
  - b. Project Profile : Bio-medical instrumentation and signal processing – a comparative study of the cardiac and respiratory rates of human beings and animals leading to the perfecting techniques in treating acute respiratory tract problems in asthma patients.
  - c. Computer knowledge : C, C++, Turbo,Java
- 3. Professional affiliation :** A member of AMIE and IEEE
- 4. Co-curricular activities:**
- i. Publication:
    - a. Digital Image Processing—a new approach.  
A paper read at REC, Calicut (September 2000)
    - b. Computer graphics—new trends.  
National Conference at Anna University Chennai (February 2000)
  - ii. Seminars:
    - : Attended a three day All-India Seminar on Techniques in Programming(September 2005)

iii. Workshops: Attended a two week training in the use of computer graphics in film making (December 2003), Anna University

#### **5. Extra - curricular activities:**

- a. Represented the college in Inter-Collegiate Cricket Tournament in 2001, 2003, 2005.
- b. Conducted a blood donation camp in college
- c. Active participation in the English Association activities and cultural programs.

#### **6. Professional Objectives:**

- a. To work in the organization with utmost dedication and commitment
- b. To assist all senior officials and colleagues

#### **7. Personal Data:**

Place and Date of Birth : Chennai, 07/02/1990

Language known: English, Tamil and German

#### **8. References:**

Available upon request

### **7.4.2 The Business Letter**

#### **1. Introduction**

In a usual sense business letters refer to such letters which are written to establish business relationship between two or more than two firms or companies. The business letters are formal and official. The business letters should be concise, terse or clear and to the point because these letters are written to keep in touch with customers and the business firms to strengthen business ties or relationship. The language should be decent and polite in tone. The business letters basically deal with some subjects such as ordering goods, requesting credit, booking, complaint, enquiry, apology, transfer of money.

#### **2. Purposes of the Business Letter**

As the name itself implies that business letters are written for the business purposes which are as follows.

- To establish business relationship between the firms and /or the companies.
- To keep in touch with customers.