

PUNE INSTITUTE OF COMPUTER TECHNOLOGY

Department of Computer Technology

A.Y: 2020-21 Sem-I

Subject- Business and Communication Skills Lab

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Assignment No.: 8

Subject Code-210250

Roll No – 21118

Batch: E1

Problem Statement-

To submit the résumé which will be a summary of your qualifications that relate to the position for which you are applying.

Objectives-

1. To learn to generate written evidence of your qualifications and skills.
2. Differentiate between résumé & CV

References-

1. Communication Skills : Sanjay Kumar and Pushpa Lata , Oxford University Press
2. Developing Communication Skill : Krishna Mohan, Meera Banerji,- McMillan India Ltd
3. English for Business Communication : Simon Sweeney , Cambridge University Press
4. "Technical Writing process and product", Sharon Gerson, Steven Gerson, Pearson education Asia, LPE Third edition

Steps-

1. Identification
2. Career Objective
3. Education
4. Work Experience
5. Professional Activities and Other Interests
6. Personal Data

Theory-

Résumé:

A résumé is a one or two page "summary" of your skills, experience and education. Generally no more longer than a page or two. They do not list out all the education and qualifications, but only highlight specific skills customized to target the job profile in question.

CV:

A Curriculum Vitae is a longer and more detailed synopsis. Generally over a couple of pages long.

C.V. generally lists out every skills, jobs, degrees, & professional affiliations the applicant has acquired, usually in chronological order.

Dos

1. Focus on Positive Results and Accomplishments
2. Keep a consistent, easily readable format
3. Create strong action oriented statement about your work
4. List the most important and relevant items first
5. Proofread your work, ask friends and experts for advice

Don'ts

1. Use templates and tables available in the software like MS Word
2. Make general claims ("Good Communication Skills") without backing them up with examples
3. Mislead Employers about your about GPA, skills or abilities
4. Include long generic objective statement
5. Don't go over two pages

Conclusion-

I learned how to write good and impactful resume in this assignment. I also learned how to represent your strengths and weaknesses on your resume which will surely help me in my professional career.