Quadrant II – Transcript and Related Materials

Programme: Bachelor of Arts (Second Year)

Subject: Sociology

Paper Code: SOS 104

Paper Title: Corporate Interpersonal Skills

Unit: 01 Exploring Career Prospects

Module Name: CV/Resume

Module No: 02

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Notes

CV/Resume

Meaning of a Resume.

A resume provides a summary of your education, work history, and other accomplishments and skills. Resumes are the most common document requested of applicants in job applications. A resume should be concise as possible. A resume is one page long; it can be as long as two pages. Resume often includes bulleted lists to keep information concise.

Meaning of a CV.

A CV is a concise document which summarizes the past, existing professional skills, proficiency and experiences.

The purpose of CV.

The CV describes your skills, experiences, qualities and personality.CV demonstrates to the employer: what you are, whether you fit as a potential employee or not. Different formats of CV are found and written down. One should choose professional and well organized format. Include work experience you have had, even part time work.

Difference between a CV and a Resume.

The primary difference between a resume and a CV are length. Both are used in job applications. CVs are longer than Resumes.

Requirements to write a CV.

1. **Know what information a CV generally contains.**
Personal information, Educational qualification, Work experience, interests, achievements, skills.

2. **Consider the job you are applying for.**
Awareness about the workplace. What is their mission? What do you think they are looking for in an employee? What skills does the specific job you are applying for require?

3. **Check the workplace website for extra information about the CV.**
Check if there is any specific information they want you to list in your CV.

4. **Make list of jobs you have held.**
Current jobs/ jobs held in the past. Include the dates that you began and ended your term at each particular job.

5. **List your hobbies and interest.**
Unique hobbies and interest. Portray team oriented hobbies.

6. **Make list of your relevant skills.**
Computing skills, Languages you speak.

WRITING CV.

1. Create a format for your CV.

Decide whether you will break each section with line. Whether to put each section in its own box. Whether you are going to list all your information? Try different formats. List your name, address, telephone number, email, and other requirements.

2. Write your personal profile.

This is an optional part of CV that is good for giving your reviewer a more in-depth look at you as a person. This is where your skills, experiences and personal qualities are put. It should be original and well written.

3. Create a section of your educational qualification.

Name the university, the dates you went there, your major and minor, grade points or percentage.

4. Create a section for your work experience.

List all your relevant work experience. List the name of the workplace, the location of the workplace, the years you have worked there, and what you did. Start with your most recent job and work backwards.

5. Create a section for your skills and achievements.

This section tells about the list of things you accomplished at previous job, skills you have developed through experiences. This is also a section where you list any of your published work, lectures you have given, classes you have taught. Create a list of your interest.

Finalizing CV

1. Check for the spellings and grammar.

Poor spelling is the quickest way to get rejected. Potential employers will be unimpressed. Spell correctly the name of the workplace.

3. Make sure you don't repeat yourself.
    It's better to list many of your traits.

4. Read your CV as if you were the work place.
    Think about the layout and information written.

5. Check the workplace application page.

Look to see if there is any of the material they would like you to send in along with the CV.

Conclusion

- CV is a professional document that is presented to the employer to describe skills, experiences, qualities, and personality. It gives an idea to the employer what you are, whether you're a potential employee or not. There is no strict format to write a CV .But one should make sure the CV looks professional and well organized. Whereas a resume provides a summary of your education, work history, and other accomplishments and skills. A resume is one page long, it can be as long as two pages.