

Hello learners programme,

Bachelor of Arts, second year, subject

Sociology, paper code

SOS 104, paper title corporate

Interpersonal skills. Myself,

Mrs. Samira Naik Department of Sociology,

Government College of Arts,

Science and Commerce, Quepem, Goa.

I'm going to take up a subtopic

From chapter No1,

The name of the chapter is exploring

Career prospects and a subtopic that I'm

going to deal with is CV and a resume.

Under this topic,

I'm going to cover up the meaning

Of a CV, meaning of a resume,

difference between a CV and a resume,

Requirements to write a CV, writing a CV,

Finalizing a CV, conclusion,

and references.

At the end of the class,

The students will be able to

Explain the meaning of a resume.

The students will be able to

Explain the meaning of a CV.

The students will be able to

Differentiate between a CV and a resume.

The student will be able to list

The requirements to write a CV.

The students will be able to write a CV.

The students will be able to finalize a CV.

Let us start with the topic, meaning of

Resume, a resume provides a summary

Of your education, work history and

Other accomplishments and skills.

Both, CV and resumes are the most common document

requested of applicants in job applications.

Resume should be as concise as

possible or resume is one page long.

It can be as long as two pages.

Includes bulleted list to

Keep the information concise.

Meaning of a CV, a CV is a concise

Document which summarizes the

Past, existing professional skills,

Proficiency and experiences.

The main purpose of CV is that it

describes your skills, experiences,

Qualities and personality.

The 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.

However, one should make sure one chooses

a professional and well organized format.

A CV includes work experience

You have had even a part time work.

As a student,

You might not have anything

to put as work experience,

But remember to put any work

Experience even a part time work.

Let us move on to the difference

between a CV and a Resume.

The primary difference between a CV

and a resume are both CV,

as well as a resume is

Used in job applications.

One of the basic differences

between a CV and a resume is

CVs are longer than resumes.

Let us know what the requirements are

to write a CV. First point, know

What information a CV generally

Contains, a CV generally contains

Personal information such as name,

Address, contact number, email ID's,

Educational qualification, work experience,

Interest, achievements and skills.

There is no strict format for a CV.

How it is depends upon you and

How you format all this information.

Second point,

Consider the job you are applying for.

on part of the candidate it

Is important to know about the workplace.

What do you think they are

Looking for in an employee?

What is their mission?

What skills the specific job you are applying

For require, the candidate applying for a

Particular job or a work needs to know.

Or have knowledge about the workplace.

Do check

the workplace website.

For extra information about the city.

Check if the workplace.

Is demanding any specific information?

Or they if they want you to list

any specific thing on your CV.

Always double check this.

Fourth point, make list of jobs you have held.

This includes both the current jobs that

You hold and the jobs you had in the past.

Include the dates that you began and

Ended your term at each particular job.

Fifth, list your hobbies and interest.

Try to list unique hobbies and interests.

Remember the conclusions that can

be drawn through your hobbies.

Try to portray team oriented hobbies

rather than those hobbies that

portray you in a passive manner.

Sixth, Make list of your relevant skills.

This relevant skills mostly includes

Computing skills such as the word,

the Excel and the PPT.

List the languages you speak.

For example, the languages that

You know to speak Konkani,

Marathi, English,

Hindi or any other language.

Coming to writing a CV,

Create a format for your CV which

Is the first thing that you should

remember while writing down a CV.

Decide whether you will break

each section with a line,

Whether to put a section in its own box,

Whether to include all the information,

Whether you are going to

List all your information.

Try different formats.

List your name, address,

Telephone number, email ID,

And other requirements.

It's up to you how you format

all these information.

Second point right,

Your personal profile.

This is an optional part of a CV that

Is good for giving your reviewer a

more in depth look at you as a person.

This is where you put your skills,

Experiences and personal qualities.

It should be original and well written.

Start point, create a section of

Your educational qualification.

Name the college, name

the university,

the dates you went there,

Your major and minor subjects, list

the grade points and the percentage.

Fourth point, 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 worked there,

and what you did.

Start with the most recent job if

You have many work experiences.

Prefer to list only the major ones,

the relevant work experience.

Fifth point, Create a section for

Your skills and achievements.

This sections tells about the list

Of things you have accomplished

at previous job skills you have

developed through experiences.

This is also a section where you will list.

Any of your published work, lectures you

have given, classes you have thought.

Create a list of your interest.

Let us learn how to finalize a CV.

The first point that one should remember

Is check for the spellings and the grammar?

Poor spellings,

Is the quickest way to get rejected.

Potential employers will be unimpressed.

Spell correctly, the name of the

Workplace you are applying for.

Second point,

Make sure you don't repeat yourself.

It's better to list many of your traits than

to list the same traits over and over again.

Avoid repeating.

Third Point, read the CV,

as if you were the workplace.

Think about the format and the layout about  
the information written down on the CV.

Fourth point,

Check the workplace application page.

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

For example,

Most of the workplace they ask for,  
the published work that,

Or the research that you have  
Conducted at your previous work.

To conclude, 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 are a potential employee or not.

There is no strict format to write a CV,

But one should keep in mind.

The CV looks professional

and well organized.

Whereas resume provides a summary

Of your education, work experience,

And other accomplishments and skills.

Resumes are one page long.

It can be as long as 2 pages.

The primary difference between a CV,

And resumes are length.

Both are used in job applications.

One of the major primary differences

Between CV and resume is length.

The CVs are lengthier than the resumes.

I have referred the following articles and

the websites for the content. Thank you.