



Curriculum 'Vitae' and 'Resume': Features and Forming Methods of their Preparation

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Objective: The core objective of this paper is to give out and out awareness of Curriculum Vitae and Resume. This is also to focus the writing features as well as methods of Curriculum Vitae and Resume in the professional life. Structurally every professional can manage to show his personal details like; summery of his work experience, qualification and educational background. But, its features are intelligible about to convey the candidate's skills and purpose exhibiting before an employer.

Introduction: The resume (pronounced *re-zyu-may*), as the curriculum vitae (CV) is called in American English, is another term for a bio-data. Traditionally, a resume is a one or two page summary of a person's experience, professional qualification and educational background. It's a tool to persuade a potential employer. It's like a sales presentation that contains well-presented facts about employee's abilities, work-experience, achievements, accomplishments and education. Moreover, it's a reveal of candidates' positive attitude and strong interpersonal skills which bring to an organization from the perspective of hiring an employee to the company. The resume is an initial marketing brochure or literature on oneself. The brochure of any firm is always made attractive, as it boosts its image.

Designing a Curriculum Vitae (CV)

Resume and Curriculum Vitae are different in their features. The primary difference between a Resume and a CV are the length, the content and the purpose. Generally a 'Resume' is in a form of one or two page summary regarding to the candidate's skills, experience and education. A 'resume' is brief and concise for which a reader can spend a minute to review the writer's qualifications. Whereas a Curriculum Vitae is a longer one that contains two or three page more



detailed synopsis. It also includes the candidate's educational and academic details. This also includes teaching and research experience, publications, presentations, awards, honors, affiliations and other details. CV is used when applying for academic, education, scientific or research positions. CV is used even applying for fellowships or grants. However, a CV has its different types of positions. As Colorado College's Career Center listed out some important points to consider an effective CV are;

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| ➤ Clear | -- | well-organized and logical |
| ➤ Concise | -- | relevant and necessary |
| ➤ Complete | -- | includes everything the writer needs |
| ➤ Consistent | -- | don't mix styles or fonts |
| ➤ Current | -- | up-to-date |

Designing a Resume

A resume is a self-marketing tool. It is considered with one purpose in mind- 'to sell' one's skills, academic facts and skill to an employer so that the candidate is invited to the interview. An successful Resume speaks to the employer's requests and requirements and exhibits a match between what the employee has to be presented from those requirements. It creates concern in employee by summarizing information; inimitable qualities, well developed skills, appropriate work or educational experience and activities that visibly distinguish an employee from the competition.

The employer requires knowing about the employee but not his position. The employee should spend more time telling his duties, tasks and activities than describing the size and nature of his organization, although it is important for the employer to know that he has had experience in a similar organization. The resume should be accurate, inspiring, and readable modified to the position the employee is seeking. It should illustrate his experience and achievements to motivate a positive response. However, a resume is an essential item in getting the employee a he desired. A well-designed resume has these characteristic qualities in common. They are:

- It has visual appeal, easy to read out and quality reproduction;



- It highlights strengths and links them to employer's needs;
- It Minimizes or excludes irrelevant experience;
- It presents the most important information first;
- It's entirely free from any errors: spelling, typographical, punctuation or grammatical;
- It's succinct and organized; does not exceed two pages.

Format Content: Format content includes *heading, objective, education, course listing, skills, experience, optional information, items to avoid, and formatting.*

- **Heading:** Typing the name at the top in caps with large and bold type. Address, phone number and mail-id are included. If it is planned to move while the resume is in use, both the school address and the permanent address are included.
- **Objective:** Here the employee must state the position he is seeking and whether it is a full-time or part-time job or an internship. He can include his industry and skills he wants to emphasize. Vague phrases are avoided that focus on what the candidate gains from the experience. Everything that follows on the resume should support the objective.
- **Education:** Identification of the candidate's degree, major, graduation date, schooling, certificates, and job training...etc are included.
- **Course listings:** A short list of courses is included to show experience, training, or knowledge in the field as long as they relevant to the job objective.
- **Skills:** The candidate may make his skills the selling point of his resume. Including specific skills that pertain to his objective such as computer languages, technical skills and techniques, the candidate may also include interpersonal and adaptive skills such as communication, leadership, writing research, teamwork, etc.
- **Experience:** If the candidate has extensive experience, some of it unrelated to his objective, he has to use two sections: related and additional. The candidate may use his most important and relevant experience to convince the employer that he has the skills necessary to do the job. In this section, the candidate may articulate his accomplishments clearly and concisely using active voice to present evidence of his skills.



- **Optional information:** The candidate can include professional and extracurricular affiliations and activities, honors, and awards, and sports.
- **Items to avoid:** Keeping references on a separate sheet and giving to the employer when asked. The candidate must omit his age, religious or political affiliations, marital status, or other personal data which could be used to screen him out.
- **Formatting:** The employee must keep his resume to one page unless he has extensive related experience. He must organize headings so that main points are highlighted first. The candidate should invite the readers' attention by using open space, wide margins, and bullets to set off text. He has to use good quality white or off-white paper as well as clear and dark 10-12 point type. It must be spelt and punctuated perfectly.

Preparing a Resume: Ronald and Caryl Rae Krannich in their book- 'Dynamic Resumes', point out that the categories of information the employee includes on his resume should provide answers to these questions:

- **Contact section** : who are you and how can you reach?
- **Object statement** : what do you want to do?
- **Education section** : What have you learned?
- **Employment section/employment section** : what can you do/ what have you done
- **Professional activities and accomplishments:** how have you been recognized?

Resume Checklist: The following checklist has been designed to assist the candidate in writing his resume:

1. **Contact information:** It is clearly presented at the top and includes address information both permanent and temporary. It also includes telephone numbers where the candidate can be reached day and night.
2. **Objective:** This is recommended only for recent graduates or entry level personnel. Experience and professional job seekers rarely include it. This component of the resume can be very challenging to write. The purpose of the objective statement is to



- inform the reader of his career goals and qualifications. The statement should be written specially enough to let the reader know that he has a focus to his job research.
3. **Organization:** It highlights strongest qualifications or credentials where the candidate uses headings to help establish common ground with employer. But this is brief; usually in one page if the candidate has 5-10 years experience.
 4. **Content:** It demonstrates ability to do the job and speaks to employer's needs supports and substantiates objective. It stresses transferable professional skills, accomplishments and results. It contains only that personal data relevant to the job. It omits racial, religious, or political affiliations.
 5. **Education section:** this section of resume includes the candidate's most recent degree and the list of other degrees or relevant training; the name and location of the university, college, or training institution. The candidate's major or minor interest relevant coursework, skills, or knowledge, GPA, honors, awards, and his percentage of educational expenses earned.
 6. **Extracurricular activities section:** This section of resume includes a list of most impressive offices held, including title and organization leadership roles and transferable skills and pertinent professional memberships.
 7. **Experience section:** It is of candidate's volunteer, extracurricular, his description of transferable skills, accomplishments, and effectiveness. Some of the specific examples of success and results are mentioned in this part.
 8. **Language:** The language of a resume is expressed in succinct manner. It is better to use action verbs to begin phrases. It has short action -oriented phrases instead of complete sentences. It is free grammatical, spelling, and punctuation errors. It is in active rather than passive voice. The candidate uses vocabulary of the field for which he is applying.
 9. **Layout and space utilization:** The page of a resume is crisp and clean and it separates sections and incorporates enough blank space for easy reading. The page centers the text with adequate margins. Bold type letters are used for highlighting and emphasis. Paper is of high quality; heavy weight bond in off-white, ivory, light tan, light gray, or



other conventional color. Its reproduction is clear, clean and professional but never be photocopied.

Conclusion

Writing skills are predominant today in the industry and one among them is ability of writing a 'resume' as well as 'curriculum vitae' which highlight the employee's core skills to express before the interviewer. The inner philosophy to write these forms is entirely individual rather than copying. A graduate or an employee in order to focus himself or herself about their academic profile or job profile, they have to forward their application for which these forms are attached to give information about them in general. However, there is certain methodology pertaining to this CV and Resume like; designing, content, preparation and check-list for genuine exposure of talent before an employer. Recently, for some years, the employer is using the software to scrutinize the candidate who appears for an interview. If the resume isn't in proper format with correct content, no doubt the interviewee may be disqualified initially. Hence, it is necessary to have knowledge about what are a Resume and a Curriculum vita to vary them.

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