

# **INDIAN INSTITUTE OF MANAGEMENT & COMMERCE**

## **E – MATERIAL**

### **DEPARTMENT OF ENGLISH**

#### **B.Com. (Gen, Comp, Comp.Appl.), BBA & B.Sc**

#### **Semester – IV**

### **UNIT – IX**

#### **1. Differences among CV, Resume and Bio data.**

##### **a) RESUME**

A Resume is a French word meaning “summary”. A resume is ideally a summary of one’s education, skills and employment when applying for a new job. A resume does not list out all details of a profile, but only some specific skills customized to the target job profile. It is usually 1 or 2 pages long. A resume is usually written in the third person to give it an objective and formal tone.

Structure: A good resume would start with a Brief Profile of the candidate, Summary of Qualifications, followed by Industry Expertise and then Professional Experience in reverse chronological order. The Focus is on the most recent experiences (with responsibilities and accomplishments), and previous experiences are only presented as a summary. This would be followed by Education details and/or Professional Affiliations and/or Voluntary Initiatives.

##### **b) C.V. – CURRICULUM VITAE**

Curriculum Vitae, a Latin word meaning “course of life”. It is more detailed than a resume, generally 2 to 3 pages, or even longer as per the requirement. A C.V lists out every skill, all the jobs and positions held, degrees, professional affiliations the applicant has acquired, and in chronological order. A C.V is used to highlight the general talent of the candidate rather than specific skills for a specific position.

##### **c) BIO-DATA**

Bio Data is the short form of Biographical Data and is an archaic terminology for Resume or C.V. In a bio data, the focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status, and the like. A chronological listing of education and experience comes after that.

## **To summarize**

- A resume would be ideally suited when experience people apply for specific positions where certain specific skills are more important than education.
- A C.V., on the other hand should be the preferred option for fresh graduates or people looking for a career change. It could also be used by people applying for academic positions.
- The term bio-data is mostly used in India, when people apply for government jobs or for research grants where one has to submit descriptive essays. Bio Data is not common in the international markets where personal information like age, gender, religion are not required to be submitted by candidates.

## **2. Writing a Resume**

When you're a college student or recent graduate, it can be a challenge to figure out what to include on your resume. After all, most college students don't have an extensive employment history. Employers know that, however, so they don't expect to see a lengthy list of jobs.

But just because you are at the beginning of your career doesn't mean that you don't have significant accomplishments to include in your resume.

Along with paid employment, you can list volunteering, summer jobs, internships, coursework, and school activities.

If you're not sure what to include, do some brainstorming about all of your past experiences, including work-related positions, volunteering, academic experience, campus leadership positions, extracurricular activities, internships, and any awards or special recognition you may have received.

After creating your list, look back at the job post or postings you are applying for — your goal here is to match your experience with the job requirements. Circle the experiences and skills on your brainstormed list of experience that relate directly to the job (or jobs) you have targeted. Incorporate those circled items into your resume.

You can elaborate on some of these experiences in a bulleted list under each one.

If you have limited work and extracurricular experience, you can emphasize your academic history. Put the “Education” section of your resume at the top, so that it is the first thing the employer sees.

Along with the name of your school and degree, include any achievements, such as a high GPA or any academic awards .If you have taken courses related to the job you're applying for, or completed school projects that required skills related to the job, list those as well.

Based on your experiences, you might choose to divide your resume into different categories, such as “Work History,” “Volunteer Experience,” “Relevant Coursework,” and more. If you do not have much relevant experience, you might put all of these under the same category of “Related Experience.”

You can also create a “Skills” section of your resume to highlight skills you have gained throughout your experiences. For example, if you are applying for a job as a computer programmer, you might list the programming languages you are familiar with under the “Skills” section of your resume.

### **3. Writing CURRICULUM VITAE**

Don't just write one CV and use it for every position you apply for. Have targeted and focused versions of your curriculum vitae and use them accordingly. If possible, try to keep your CV short and concise. Include summaries of your employment and education, rather than lots of details. Use formal (no slang or abbreviations) and well-written language, writing simply and clearly.

It can be tempting to over-polish a CV and make our educational qualifications or work history sound a little better than they are. Most employers conduct reference and background checks, and if your curriculum vitae doesn't match your actual work history or education, you will most likely get caught at some point and you will either not get the job or will get fired if you have already been hired.

Look at the format of your curriculum vitae and again, ask someone else to take a look. Double-check your curriculum vitae for typos and grammatical errors. Then ask someone else to review it for you - it's often hard to catch our mistakes.

A curriculum vita is used when applying for academic, education, scientific or research positions. It can also be used to apply for fellowships or grants. In Europe, the Middle East, Africa, or Asia, employers may expect to receive a curriculum vitae rather than a resume.

Make sure you choose a curriculum vitae format that is appropriate for the position you are applying for. If you are applying for a fellowship, for example, you won't need to include the personal information that may be included in an international CV.

### **4. Writing Bio data**

Biodata means biographical data and is a document stating your achievements, qualifications and also interests. In western countries, it's different from resume or curriculum vitae as it focuses more on personality than education or career. However, this term has become obsolete and is no longer preferred by companies except in some nations. Biodata can be used for both professional and personal purposes. Even though, technically it should contain more of a personal history than

professional one, in some South-Asian countries, the terms Biodata and resume are used interchangeably.

### **First Step towards Finding a Job: Making a Good Biodata**

'First impression is the last impression.' This is an age-old quote that is absolutely true and rightfully believed by those who have the responsibility of picking out the best of the lot. I am sure that everyone knows the procedure that is followed for job interviews. First, you have to apply for the job by sending a copy of your Biodata, then if the Biodata gets shortlisted, you will have to face a series of tests and interviews.

The Biodata, is a small peek into the life of a person, and is printed on a few sheets of paper (or preferably just one page). It is like an entry pass and is used for initial screening. Its format includes certain rules and guidelines that have to be followed strictly to make it look good. A systematically made Biodata will catch the eye of the recruiter and lead to further opportunities whereas a haphazardly made Biodata will be frowned upon, even if the content indicates you as an excellent candidate for the job position. Following is a typical professional Biodata that can be used for a job application.

### **TYPES OF CV:**

#### **1. CHRONOLOGICAL CV**

The first one of the 3 types of CVs is a **Chronological CV** – It focuses on presenting the candidate's experience on an employer by employer basis, with the posts being listed in reverse chronological order. It contains detail of education and qualifications, together with hobbies. Some chronological CVs also contain a brief personal statement at the front which sets out the key skills and strengths of the candidate. This is the most common type of CV.

#### **Structure of chronological CV**

A chronological CV typically uses the following structure:

- Personal details (i.e. name and contact details)
- Personal profile or career objectives. This should not exceed 5 lines.
- Employment in reverse chronological order. Under each employer, you should set out a number of bullet points which describe your key achievements. In order to be fully effective, you should ensure that you use power words.
- Key qualifications
- Professional memberships
- Hobbies and personal interests

#### **Advantages**

- Particularly useful for those applying within the same industry as it will demonstrate your career progression.
- It is the favorite format for most employers, who simply want to get a feel for your career to date.
- If you do not have many achievements across your career, taking a job by job approach will save you having a separate “Achievements” section (characteristic of Functional CVs) which may look tiny.

### **Disadvantages**

- If you have gaps in your employment which you would rather not discuss, a chronological CV will make them more obvious.
- If you are changing career direction, a chronological CV will add little information to your new employer, who will be more concerned about the transferable skills that you are bringing rather than the detail of your experience in an unrelated sector.

## **2. FUNCTIONAL CV**

The second one of the 3 Types of CVs is Functional CV. Unlike a chronological CV, functional CV places the emphasis on your skills and expertise rather than the chronology of your employment till date.

### **Structure of Functional CV**

A functional CV typically starts with a personal profile which highlights the achievements, skills and personal qualities that you possess. This is followed by a succession of sections, each relating to a different skill or ability. These should be ordered in decreasing order of importance. Since you are not focusing on any particular past employment, this means you can include any skills or experience gained in voluntary or unpaid work.

### **Advantages**

- If you have changed jobs frequently, if your experience is a mish-mash of seemingly unrelated posts or if you have several career gaps, a functional CV will help place the emphasis on what you have to offer as a whole rather than on the chronology.
- If you are changing companies, a functional CV will help the recruiter focus on your transferable skills.
- If you are a more mature applicant, a functional CV will take the spotlight away from your age.

### **Disadvantages**

- If you do not have much work experience, you may struggle to highlight achievements in a separate section.
- A functional CV will not enable you to highlight consistent career progression. If you wish to convey career progression, you should adopt a chronological format.

To conclude the last section should focus on your personal details and hobbies/interests.

### 3. COMBINATION CV

The final one of the 3 types of CVs is a **Combined CV**. It follows both the chronological and functional formats, which makes the CV slightly longer than normal.

#### **Advantages**

- Perfect format if you have a strong career progression with many achievements.
- Enables you to sell your strengths as well as your experience

#### **Disadvantages**

- Lengthier than a functional or chronological CV
- Failing to get the attention with the right profile at the start of the CV may result in the whole CV remaining unread.
- Not suitable for those with little experience or achievements.
- Not suitable for those with employment gaps.

#### **Tips for all 3 Types of CVs' format:**

- Get the basics right
- Make it 2pp of A4.
- Always tailor your CV to the job you want.
- Read the job description before you tailor your CV.
- Include all your contact details.
- Use bullet points and lay each point clearly; it makes easy for the hiring manager to notice and invite you for an interview.
- List out the skills, achievements, qualifications, work experience and include dates.
- Allow enough white spaces in between your text, boxes and bullet points.
- Use relevant action verbs and keywords as requested via the job description.
- Get another person to check your CV and use a spell checker.

## EXERCISE

### a) MODEL CV FOR THE POST OF LADY SECRETARY

RATNA MALIK  
359 Camel Back Road  
Bangalore 74949  
Phone: 918-651-8367  
Email: ratna@example.com

#### Career Objective:

To work as a secretary/receptionist and manage daily secretarial, clerical and administrative activities in the education department.

#### Summary of Skills:

- Experienced of handling secretarial/receptionist activities at educational settings
- Excellent data entry, communication and time management skills
- Proficient with mathematical calculation and maintaining inventory of office supplies
- Ability to schedule meetings, events, appointments, and work under minimal supervision
- Strong knowledge of admission procedures with skills in adding inputs for syllabus
- Ability to solve problems and take corrective actions as appropriate

#### Work Experience:

Secretary/Receptionist  
City Community College, Bangalore  
October 2015 – till date

- Answering telephone system, screening calls and transferring calls to respective departments
- Responding to inquiries from students and parents in a professional manner
- Greeting visitors at the educational department and making them aware of the facilities in college campus
- Creating calendars and scheduling meetings for staff and directors
- Ensuring proper display of notices for the students are displayed on time and at right place
- Managing routine secretarial and clerical functions

Secretary/Receptionist  
Daffodil College, Bangalore  
February 2012 - September 2015

- Worked with teachers and students and arranged picnic, sports and other cultural events for the college
- Organized parents meeting with teachers, took minutes and drafted reports
- Solved problems of students related to academic issues and hostel facilities

- Met vendors and ensured office stationery, sports equipments and food in canteen are of high quality
- Screened and delivered packages, supplies, etc. to appropriate person
- Inspected and ensured college rules and regulations for education governed by the state

**Education:**

- Bachelor's Degree in Arts  
ABC University, Bangalore  
2011

**References:**

**Prof. Patrick**

**Principal**

**Daffodils College**

**Bangalore**

**Mobile: 07904055444**

**Email: patrick1978 @gmail.com**

**Dr. D.V.Rao**

**Dean, Dept.of Arts**

**ABC University**

**Bangalore**

**Mobile: 08790567566**

**Email: [dvrao127@gmail.com](mailto:dvrao127@gmail.com)**

**b) Model Resume for Software professional**

Jaya Prakash

Some town, New Delhi

Mobile: 8898583868

jp@somedomain.com

**OBJECTIVE**

Engineering robust, user-focused solutions driving breakthrough efficiency and bottom-line results

**SKILLS**

- Dynamic leader of software development teams offering 11 years of experience managing multimillion-dollar, mission-critical projects.
- Skilled in all phases of the software development lifecycle.
- Expert in translating business requirements into technical solutions; and fanatical about quality, usability, security and scalability.



## **EXPERTISE**

- Application Development
- Service-Oriented Architecture (SOA)
- Enterprise Implementations
- Software Development Lifecycle (SDLC)
- Release Management
- B2B Integrations
- Project Management
- Offshore Development Operations
- QA & UAT Management
- Team Building & Leadership

## **Professional Experience**

ABC Inc. (2005 to Present) / DEF Inc. (2004 to 2008) – New Delhi

ABC is a global financial services firm that acquired DEF in 2008.

Software Developer / Tester, 2004 to 2008

Senior Software Developer, 2008 to 2010

Director of Software Development, 2010 – till date

Advanced through several promotions, culminating in present director-level role overseeing firm's software development activities. Manage a \$4.5M R&D budget and a 12-member developer team. Provide cradle-to-grave oversight of software project management, leading the research, design, development, documentation, testing and rollout of enterprise applications.

## **Accomplishments:**

- Designed dozens of software solutions driving continuous improvement to processes, systems work flow and customer responsiveness.
- Mentored development teams in Agile SDLC and RAD best practices. Ensured the release of premium-quality applications that provided intuitive and secure experiences for users.
- Delivered new or enhanced developments
  - Web-based customer data-entry applications
  - software that automated customer loan data collection and processing functions
  - systems for securely handling electronic funds transfers
  - browser plug-ins enabling fail-safe recovery of Internet file transfers
- Drove all phases of enterprise integration and process improvement projects to successful completion, including application availability initiatives (e.g., Oracle RAC, Web Logic clustering, data replication) and the implementation of single site fail-over and recovery options.

- Reduced R&D budget from \$6M to \$4.5M while increasing service levels and improving product stability.

## **Project Results**

Served as project manager, lead developer and/or team member on dozens of application development projects. Delivered technology solutions that...

- Automated processes to resolve business challenges, such as ever-fluctuating currency exchange and bank interest rates (15+ countries), complex bank reconciliation interfaces and ACH/wire-fraud detection.
- Minimized system outages, saving an estimated \$1.2M annually.
- Equipped sales force with Web-accessible sales/CRM tools that helped elevate assets under management by 37% from 2003 to 2004.
- Accelerated the lending approval process by 35%.
- Reduced payroll by hundreds of thousands of dollars by automating functions that previously required manual data entry.
- Heightened security of electronic funds transfers and securities pooling.
- Decreased monthly error rates to all-time lows (from 1.2% to 0.02%).
- Streamlined the underwriting and review of government loans.

## **Technology Summary**

Languages: C++, C#, Java, Delphi, Visual Basic

Development Tools, Methodologies & Environments: Rapid Application Design (RAD), Object-Oriented Analysis & Design (OOAD), Waterfall Approach, Spiral Approach, Prototyping Approach, Integrated Software Development, Microsoft Visual Studio

Software: TIBCO, IBM Web Sphere MQ, Apache, Business Objects, JBoss, Oracle WebLogic Server

Systems: Unix, Windows, VAX/VMS, .Net Framework

Databases: Oracle, Sybase, Access

## **EDUCATION**

ABC UNIVERSITY – New Delhi

MS in Information Systems

XYZ COLLEGE – New Delhi

BS in Computer Science

## **CERTIFICATIONS**

MCSD, Microsoft Certified

Solution Developer

MCAD, Microsoft Certified  
Applications Developer  
CMST, Certified Manager  
of Software Testig  
CST, Certified Software Tester

### **c) Model CV for the post of Estate Manager**

**B.Nanda Kishore**

15th Lane Avenue, Near New church, Mumbai

Cell: 09989220661

Email: bnanda143@hyt.co.in

#### **Career Profile:**

A highly skilled, talented and professional Real Estate Manager with diverse experience in property development, maintenance and construction activities. Seeking a position as Estate Manager to utilize my skills and proficiency in a renowned organization.

#### **Professional strengths:**

- In-depth knowledge of real estate management principles procedures
- Ability to generate bid specifications and assess bids from contractors
- Familiar with the contracting process as well as local, state and federal regulations
- Familiar with property management standards, principles and procedures
- Possess excellent project planning skills
- Possess excellent verbal and written communication skills
- Ability to prepare financial statements, reports and projections
- Knowledge of developing and maintaining record keeping systems and procedures
- Knowledge of operating systems like Microsoft Word, Excel and the Internet
- Ability to perform tasks effectively with wide range of constituencies in diverse communities

#### **Professional Experience:**

##### **Salenite Real Estate Inc, Pune**

2012 till date

Estate Manager

- Handled the tasks of administering and managing the operation of various projects for employers
- Monitored and oversaw household bank accounts with business accountants
- Scheduled meetings with professionals involved in estate planning like tax accountants and attorneys
- Responsible for estate planning like creating trusts, writing wills and other provisions to manage inheritance

- Handled the tasks of disbursing payment to contractors as well as supervising the quality of the work
- Responsible for managing staff like training, succession planning and appraisal
- Handled the tasks of preparing budgets and monitoring work places
- Developed standard operating procedures for gardens, grounds and estates
- Responsible for maintaining estate health and safety policies

**Clover Acropolis Estate Inc, Mumbai**

2008 to 2012

Assistant Estate Manager

- Responsible for preparing notices of renewal, rent increase, recertification and late rent under the instructions of the Property Manager
- Handled the tasks of assisting Property Manager during property management orientation and lease signing with all new residents
- Checked each property twice in a week and made necessary recommendations to the Property Manager
- Assisted Property Manager in implementing innovative marketing strategies
- Responsible for maintaining a clean environment in the reception area of the office
- Handled the tasks of maintaining proper records of AFHMP Property Binders
- Responsible for organizing and attending meetings
- Performed other administrative tasks

**Educational Summary:**

- Bachelor of Arts in Real Estate Management, Estate Property College, Mumbai 2006
- Masters of Estate Management, Georgina university, Georgina 2008

**Personal Details:**

- Name: B.Nanda Kishore
- Date of Birth: XX/XX/19XX
- Employment Status: Full time
- Relationship status: Married

**VOCABULARY: APPROPRIACY**

**Exercise I**

Identify the formal and informal ways of greeting among the following:

1. How are you? (f)
2. Good to see you. (f)
3. How are things? (i)
4. How are you doing? (f)
5. How is everything? (f)
6. What's up? (i)
7. How's it going? (i)
8. How is life? (i)
9. How have you been keeping? (f)
10. I trust that everything is well (f)

### **Exercise:II**

**Rewrite the following sentences in formal/ informal English.**

1. Hi there!	Is there anyone?
2. See you later!	I hope to see you later.
3. I would like to apologize for forgetting your birthday	I have forgotten your birthday
4. Thanks a lot for the present!	Thank you for the gift!
5. How do you do, Mrs Rao?	How are you, Mrs Rao?
6. It is a pleasure to meet you.	Please to meet you.
7. Call me later.	Would you call me later?
8. I just want to express my sincere thanks for all you have done for us.	Thanks for everything that you have done!
9. I'm afraid you're mistaken.	You have made a mistake.
10. More tea?	Would you like to have more tea?

### **Exercise III**

**Give gender – fair or gender – neutral alternatives to the following words, phrases, and usages.**

1. Miss / Mrs	Mr
2. Actress	Actor
3. Salesman/salesgirl/sales boy	Salesperson
4. Poet	Poet
5. common man	Common person
6. Man – made	Human - made
7. The best man for the job	The best person for the job
8. May the best man win!	May the best person win!
9. Mankind	Human kind
10. Man of the match	Person / player of the match

## **GRAMMAR: COMMON ERRORS**

### **Exercise I**

#### **Correct the following sentences.**

1. The chair is made of the wood. (remove the)
2. He always eats piece of chocolate after lunch.(a piece)
3. She told me the interesting story. (an)
4. He has good idea about the matter. (He has a good idea about this matter.)
5. I saw him in yellow car. (an yellow)
6. People consider him as a great leader. (remove as)
7. I agree with your proposal. (to)
8. They started to karimnagar (replace (to)with (for))
9. They will return in this month. (remove in)
10. I suffer with short – sightedness. (from)

### **Exercise II**

#### **Correct the following sentences.**

1. The police will cancel your driving license, if you will break the rules again. ( remove will)
2. It is time they start. (it is time they started)
3. He lives in Delhi for five years. (He has been living in Delhi since five years)
4. If I had known of your arrival, I would meet you. ( would have met)
5. He was late so he is scolded by the teacher. (was)
6. The teacher is taking two classes daily.(takes)
7. I am having a head ache (I have a headache)
8. When she sings, you can't help to listen to her. (listening)
9. He wants that I should do the work. (he wants me to do the work)
10. The students and the teacher is in the class. (are)

## **EXERCISE**

1. You need not to tell me again. (remove to)
2. They disposed off all the junk. (remove off)
3. He is trying hard to cope up with the situation. (remove hard)
4. Did you ever read the jungle book? (Have you ever read “the jungle book?)
5. According to me, it's true. ( I think it's true)
6. If I will be late, I'll call you.( if I am late, I'll call you.)
7. She tried to quickly finish the book before she had to leave. (She had tried to quickly finish the book before she had to leave.)

8. While walking in the garden, he found a sparkling woman's bracelet.(while he was walking in the garden, he found a sparkling woman's bracelet)
  9. Please reply back immediately (remove back)
  10. Being a hot day, the old man did not go out. (It, being a hot day, the old man did not go out.)
-