

Resume and CV

A resume is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment.

A typical résumé contains a "summary" of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview.

The curriculum vitae (CV) used for employment purposes in the UK (and in other European countries) is more akin to the résumé—a shorter, summary version of one's education and experience—than to the longer and more detailed CV that is expected in U.S. academic circles.

In South Asian countries such as India, Pakistan, and Bangladesh, biodata is often used in place of a résumé.

The purpose of both is to apply for some job. It can be sent online.

Three major differences between CVs and resumes are the length, the purpose and the layout.

A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages.

The difference between a CV and a resume lies in the length, layout, and purpose of these documents. CVs have no length limit; resumes are typically one to two pages long. A CV details the whole course of the candidate's academic career; a resume summarizes skills and work experience.

<https://youtu.be/ng50YceQJH0>

How to write a resume or a cv? All of u must know this well. Also learn the steps involved in writing a resume or cv. Learn their definitions as well.

Do not forget to write a job application

Suppose there is a question like write a resume or c.v. to apply for the post of PO in a bank

So first of all write a job application

Examination hall
Jammu

March 24, 2020

The Branch Manager
J&k Bank
Jammu

Subject: application for the post of PO

Sir,

_____ body _____/

In one paragraph.

Enclosed a copy of resume/cv n photocopies of my documents.

Yours sincerely
Xyz

Then write resume or cv

Step-by-Step Résumé Breakdown

Decide Which Type of Résumé You Want. ...

Create a Header. ...

Write a Summary. ...

List Your Experiences or Skills. ...

List Your Activities. ...

List Your Education. ...

List Any Awards You've Won and When You Won Them. ...

List Your Personal Interests.

Name:

Parentage:

D.o.b.

Address:

Email:

Contact no.:

Qualification Marks. Percentage

10th

12th

Graduation

Post graduation

Additional qualification

Achievements:

Experience, (if any):

Referred by:

1. _____ (name n sign of any govt employee)

2. _____

Signature

Write qualification n achievements in box.

Make a small box for photograph at the top(right side)

Learn their definitions n steps involved in writing

If they ask u to write a resume or CV, write a job application first n then write cv or resume