

CV

A curriculum vitae or CV (sometimes called a resume) is a summary of your education, training, work experience and skills. The primary differences between a resume and a CV are the length, what is included and what each is used for. A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise – no more than a page or two, a curriculum vitae is a longer (at least two pages) and more detailed synopsis. A good CV demonstrates how your skills and abilities match up with the requirements of a job. A CV should be neat and typed if possible. It should be positive, stressing achievements and strengths, and make a good impression in a clear and positive way.

The basic format for a CV includes:

1. Personal details, including name, address, phone/ mobile number and e-mail address.
2. Objective, in one-line, must explain your aim in life.
3. Educational qualifications, starting with the latest first. Include Board/ University and marks/ % obtained.
4. Career history, starting with your most recent job first. Include dates and temporary or voluntary jobs, if appropriate.
5. Soft skills, the skills which are relevant for the job. This must sell yourself and your qualities, tailored towards the job you are applying for.
6. Interests/ hobbies, if they are relevant to the job-profile you are applying for.
7. One or two references, including one of your present or latest employer.
8. Mention date and place in the end, along with your signature.

Example: Draft a sample CV for the profile of senior engineering position in research and development section of a company.

Ishan Jain

457, Pitampura, New Delhi

Mobile: +91-9875568844; E-mail: ishanjain@gmail.com

Objective

To obtain engineering management or senior engineering position in research and development (R&D), continuous improvement or quality sections, while engaging in new challenges and learning experiences.

Educational Qualifications

MTech: DU: 2012: 65%

BTech: PTU: 2010: 68%

XII (Non-medical): CBSE: 2006: 72%

X: Punjab Board: 2004: 78%

Work Experience

Chief R&D Engineer: Advanced Technology, New Delhi: 2012 to present

- Research, development and implementation of all technologies, products, standards, procedures and processes.
- Worked as part of a multi-national/multi-site team to develop, document and implement standards for engineering design and practices.

Soft Skills

Leadership, mentoring, problem-solving, analyzing, decision-making, self-motivation

Reference

Mr. Ajit Arora, Sn. Engineer, Advanced Technology: +91-9876574777

New Delhi: March 21, 2014

Ishan Jain