

CURRICULUM VITAE

Estimates show that India has more than 50% of its population below the age of 25 and more than 65% below the age of 35. It is expected that, in 2020, the average age of an Indian will be 29 years. This is an impressive figure, isn't it? To build a powerful nation with this younger generation, the state and central governments are focussing on creating better employment opportunities for the youth. So youth should grab the opportunity to get a good employment thereby improving the standards of both their lives and that of the country.

➤ Let us look at the newspaper advertisement

NCL GROUP **NAGARJUNA**
60 YEARS

WALK-IN-INTERVIEW

NCL Industries Ltd., Hyderabad, a 35 years old listed company engaged in the manufacturing of Cement and Building Materials, is looking for young & bright candidates for the following positions in Rayalaseema Region.

Area Sales Manager (Kurnool)
Qualification: MBA (Sales & Marketing) / Graduate in any stream with minimum of 8 years' experience in sales.

Sales Officer (Tirupati, Anantapur & Kadapa)
Qualification: MBA (Sales & Marketing) / Graduate in any stream with minimum of 3 years' experience in sales.
Skills: Should be quite conversant with local markets and a self driven go-getter.

Interested candidates are advised to appear for the interview with latest resume and photograph.
Date of Interview: 24.04.2019, Time: 10 am to 4 pm
Venue:
 M/s NCL Industries Ltd., HC No.8-125, D.No.39A, Adj. Gayathri Narsing Home, Near BSNL Tel. Exchange, TUDA Plots, RC Road, Tirupati - 517501
Contact Number: 9121207180
Email ID: careers@nclind.com www.nclind.com

We come across such advertisements regularly in various newspapers. But when you go straight away to the employer to face an interview, you may lose the opportunity to get the job. Hence it is necessary to give the details of your education, work experience, etc. in a good format to the employer beforehand to be called for an interview. Such formats are called Curriculum Vitae/Resume.

Why do we need CV/Resume?

Generally, a prospective company spends more money on advertising. Why does it spend much? As the saying goes “first impression is the best impression”, advertising is a marketing technique to grab the attention of the public to promote their products or ideas in order to get profit. Likewise, a good job seeker uses his skills and techniques to attract the attention of a

prospective employer by advertising himself in the form of a good CV/Resume. It is a powerful tool to make a good impression on the employer which can boost up the chances of getting a job. So it is worth spending time and effort in preparing a CV/Resume while presenting yourself in this competitive world. Thereby, the chances of getting an interview will be increased.

Now let us know the difference between a CV and a Resume:

CVs and resumes both have similar purposes that provide key information about your skills, experiences, education, and personal qualities that show you as the ideal candidate. Curriculum vitae, often called a CV, tends to be used more for scientific, teaching and research positions than a *resume*. Thus, CVs tend to provide great detail about academic and research experiences, where Resumes tend toward brevity and restricted to one or two pages, CVs demand completeness. Unlike Resumes, there is no set format for CVs. CVs do not have the one-page rule of Resumes, you need to walk the line between providing a good quality of depth to showcase your qualifications and attract potential employer interest.

The below table shows the clear division between a CV and a Resume.

	Curriculum Vitae (CV)	Résumé
Origin and Definition	Latin, “course of one’s life”	French, “to summarize”
Goal	Describe accomplishments with great detail; focus on how these relate to career plans	Describe accomplishments briefly; leaving out extra details
Primary Function	-Comprehensive list of accomplishments; -applications for academic positions or jobs associated with colleges/universities, advanced research, fellowship, etc.	-Brief list of accomplishments; -applications for jobs in industry.
Length	Long (2 pages or more)	Short (1-2 pages)

➤ **While writing a CV/Resume keep these points in view**

1. The draft must be relevant to the position you are applying for.
2. The information must be precise and up to the point.
3. Update your profile whenever you apply for different jobs.
4. The aim of your CV/Resume is to show the reader at a glance your profile and convince him/her that you are the candidate they are looking for.
5. The employer bases his/her opinion when he goes through your CV/Resume. In order to make your CV/Resume impressive you need to prepare it every time you apply for a job keeping in view of the requirement for that position.

6. Do not use the same CV/Resume for two different jobs as they may not require the same qualifications and experience.

➤ **Sequence generally followed in a Resume**

a) The Heading	Name, Address, Age, Date of Birth, Telephone/Mobile No, Email ID
b) Objective	State a clear practical objective related to the job
c) Education	Educational qualifications are always written in reverse chronological order. Begin with the most recent degree. The other exams you have passed will follow in a descending order.
d) Work Experience	Give details of previous work experience; the name of the company, job title, length of service, role and responsibilities you took in the previous work. If you are a fresh graduate and not having the work experience you can state your skills and qualities you might have developed in school or college by participating in extra-curricular activities.
e) Strengths	Strengths talk about your attitude. Include the strengths which are required for the job you are applying. e.g. Good communication skills are essential for a Manager in a Business firm.
f) Other details	Provide information regarding other things such as number of languages known, hobbies towards the end of the Resume.
g) References	Names and addresses of at least two references(if required)
h) Cover Letter	Resume should be covered with a cover letter. It should reflect your confidence and should contain the success you have achieved or problems you have solved, related to the type of work for which you are applying. It should not be more than one page long and written in a standard business letter format.

Sample Resume

Now prepare a Resume based on the above format. In this Resume, Dandi Deepa is applying for the position of Area Sales Manager in the reputed NCL Company based on the newspaper advertisement given at the beginning of this section.

DANDI DEEPA

45/24, Teachers Colony
Venkata Ramana Colony Road No.-4
KURNOOL-518003
Mobile: 8500012340
kdeepa@gmail.com

OBJECTIVE

A position as Area Sales Manager in a reputed company.

EDUCATION

2009-2011

MBA (Sales & Marketing)
Sri Padmavati Mahila Visvavidyalayam, Tirupati, 81% aggregate.

2006-2009

B.Com(General)
Silver Jubilee College (Autonomous), Kurnool, 76% aggregate

2004-2006

Intermediate (C.E.C), Board of Intermediate Education, AP
Govt. Junior College (Town), Kurnool, 82.5% aggregate

2004

SSC, Board of Secondary Education, AP
Govt. Girls High School, Kurnool, 80% aggregate

WORK EXPERIENCE

2011-2016

Worked as Sales Officer for five years in XYZ Company, Vijayawada.

2016-Present

Working as Area Sales Manager for three years in Abhiram Industries, Ananthapuramu

STRENGTHS

Good communication skills, Problem solving and Managerial skills, Good motivator and co-ordinator.

ADDITIONAL INFORMATION

Languages known: English, Telugu and Hindi

Hobbies: Reading books and listening to music

Father's Name: Sri Dandi Gopal Rao

References: Available on Request

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Place: Kurnool

D.Deepa

Date: 23 April 2019

SIGNATURE

A cover letter which is to be sent with the CV/Resume of Dandi Deepa is given below

DANDI DEEPA

45/24, Teachers Colony
Venkata Ramana Colony Road No.-4
KURNOOL-518003
Mobile: 8500012340
kdeepa@gmail.com

23 April 2019

The Manager
M/s NCL Industries Ltd.,
Gayathri Nursing Home, Near BSNL Tel.Exchange
TUDA Plots, RC Road, Tirupati-517501

Dear Sir

APPLICATION FOR AREA SALES MANAGER

In response to your advertisement in the Eenadu newspaper of April 23, 2019 for the post of Area Sales Manager, I am enclosing my resume for your consideration. I feel I have the required qualifications and skills for the position in your industry.

I completed my academics with good percentage. Moreover, my work experience in the area you have asked for is very effective and always I worked for the benefit of the companies and proved myself worthy in the positions I held.

I am excited to see your job listed in the newspaper. I have been looking for exactly this position, and I think that my work experience and related skills will be an excellent match for your needs.

You can call me for an interview on any day convenient to you.

With best regards

Yours faithfully

D. Deepa

(DANDI DEEPA)

Attachments: Resume, letters of recommendation and application

Activity

Prepare a Resume on your own, in the space provided, based on the Advertisement given below

- Wanted a young and dynamic candidate to work as a tourist guide at Hampi. Must be a graduate with good academic record. Bachelor's degree in Tourism Management with five years field experience is a must. Good communication skills in English and French is compulsory. Send in your detailed CV within 10 days to Department of Tourism, Bengaluru, Karnataka.

OBJECTIVE	

EDUCATION	

WORK EXPERIENCE	

STRENGTHS	

ADDITIONAL INFORMATION	

DECLARATION	

Place:	
Date:	Signature

Note Add a covering letter to the above Resume.

Exercises

I. Prepare Curriculum Vitae in response to the following advertisements

1. ICMR-NIRT, Chennai, requires Data Entry Operator with good knowledge of MS-Office, Mail Wizard. Good communication skills and good presentation skills with two years of experience are other requirements. Apply with a detailed CV.
2. Applied technology, Vijayawada is looking for Chief Accountant who shall manage the finance department with good coordination skill. Must be a graduate in finance and accountancy with minimum 10 + years of experience. Walk-in-interview with your Resume at 44/A2, Birla Compound, Vijayawada on 25th May between 10 a.m. and 1 p.m.
3. Work as HR executive and earn comfortable salary. You should be a graduate with 25 years of age with 2 years of experience in the concerned field. Mail your CV to aasaraedu@gmail.com.
4. KBR group is looking for a dynamic and rewarding Electrical Engineers to work for them. Must be an engineering graduate. Post-graduation in engineering is preferable. Should have at least 5 years of experience. Mail your detailed CV to recruit@kbr.com.
5. Want to teach CBSE students with good income? Then CS Academy, Erode, Tamilnadu is looking for qualified, experienced and enthusiastic teachers to teach English in CBSE pattern. Experience in CBSE or International schools is preferred. Apply with a detailed CV and mail to jobs.erd@csacademy.in.
6. Shanthi Ram General Hospital requires Nurses to work in their hospital. Young and enthusiastic women candidates completed graduation in nursing can apply. Good communication skills and skill in individualized care are essential. Apply and send your detailed resume to Shanthi Ram General Hospital, Opp. R.G.M. engineering College, Nandyal, Kurnool (Dt.)
7. Priya Construction Company requires store keeper with attractive salary. Candidates with Intermediate and 2 years of project experience may apply for the post. Send your resume to Priya Construction Company, Boyalapalem Village, Yedlapadu Mandal, Guntur (Dt.)
8. Wanted creative content writers for a reputed company in Vijayawada. Candidate with Post-graduation may apply. Good fluency in English and internet skills are required. Salary negotiable. Mail your resume to web.vijawada@gmail.com
9. CIL Insurance Company requires Sales Managers presenting good salary and incentives. Candidates with graduation with 2 years of experience in insurance sector are preferred. Walk in interview with your updated resume to the office on 28th June between 11 a.m. and 5 p.m.

10. Urgently required receptionist for Hotel Sourya, Kakinada. Minimum qualification bachelor's degree. Good looking and good communication skills besides fluency in English are essential. Interested candidates may walk in interview with the detailed CV on 5th May at Hotel Sourya, Kakinada.

II. Prepare Resume based on the information given below

1. M. Suman Karthik- aged 28 years- M.A(English) B.Ed.,-good communication and problem solving skills- -M.A from S.V.University, Tiruati-72%. B.A(Adv. English)- Govt. Degree College (Autonomous),Ananthapuramu- 76%- B.Ed-S.K.University, Ananthapuramu-Intermediate (HEC)- Govt.Junior College, Ananthapuramu-teacher in English for three years- applying for Junior Lecturer in English post- St. Joseph's Junior College, Ongole.
2. Pocha Sumalatha - aged 22 years- B.Sc.(CS)- 79% marks- Govt.Degree College, Visakhapatnam- Intermediate(MPC)-88%- Govt. Junior College, Anakapalli-SSC-90%- Govt. high School, Anakapalli- applying for the post of System Analyst- Mozaic Software Company, Visakhapatnam.