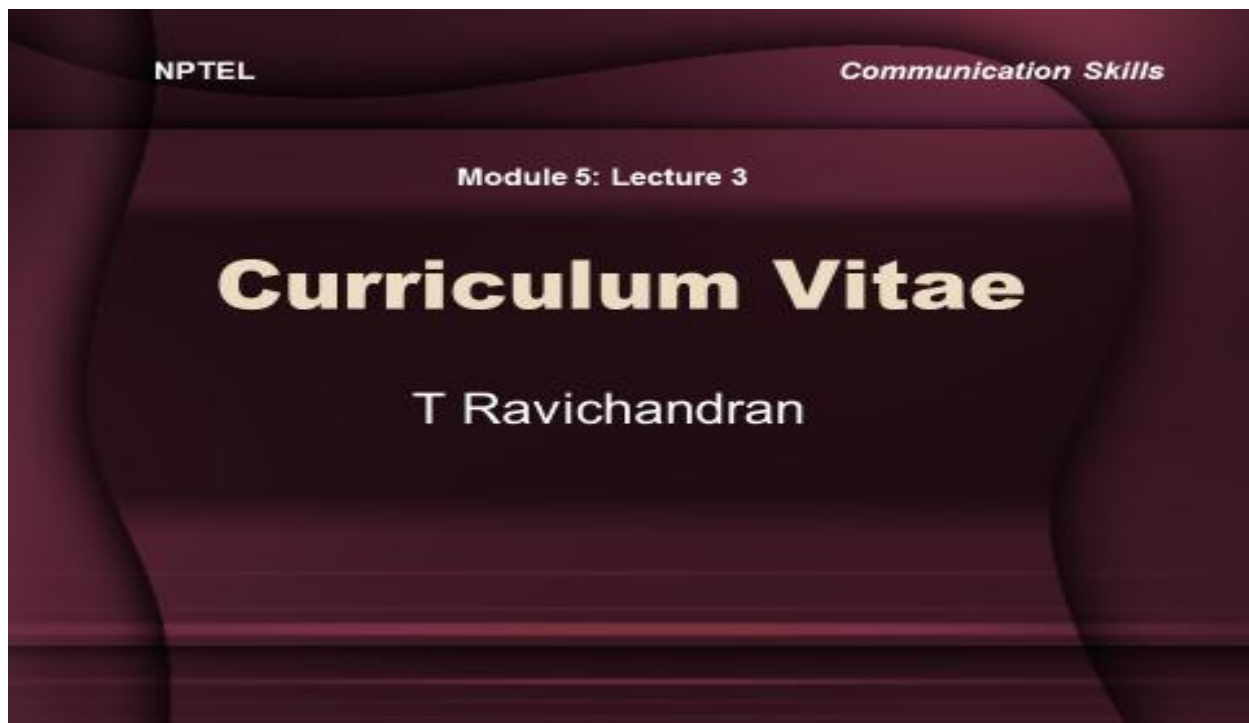


Communication Skills: Lecture No. 15

Module 5

Lecture 3

Curriculum Vitae



In the previous lecture of this module, you had learnt how to write a job-application letter, a simple cover letter, and a bio-data.

In this third lecture of the module, you will learn exclusively about writing an effective CV, that is, Curriculum Vitae.

CV, short for Curriculum Vitae, from its Latin source means *the course of life*. The focus of the course of life is *career* unlike the Bio-data where it is *biographical*. Hence, it is a long synoptic account of candidate's professional experience, qualifications, and some personal information. In Bio-data, the personal information is very elaborately given. Also, the emphasis of the information keeps changing, depending on the company and the position applied for. Before you apply, you should keep in mind the 3Ks.

THE THREE KS

- **Know yourself**
- **Know your Company**
- **Know the Job Market**

First, you should know yourself, in the sense, you should be clear about your goals and inner aspirations. You should honestly ask and introspect on questions like: What are your goals? Why do you want to apply for this company? And what is your aspiration? What is the aim of your life? What do you plan to do in the next five years? What will you do if you join this organization? Will your goal suit this organization? How will it help you to enhance your aspirations further? Arrive at clear-cut answers to these questions, and then, evaluate your qualifications. Ascertain your assets—both educational and career wise. Apart from your subject knowledge, take stock of your skills and assets in terms of computer, communication, interpersonal, flexibility, adaptability, ability to work independently/in group. Clearly demarcate five of your merits and limitations. By doing this exercise thoroughly, you will not be caught unaware by your interviewers.

Secondly, do everything that is possible to know your company before you are going to attend the interview. In the current technological world that we live in, it is not difficult to know your company before you apply for a particular position in it. You can search all the information that you need from so many resources on the web and libraries. You can even informally interview a person who is working in the company, and perhaps the one who has been fired off from that company. Read the company advertisements and annual reports carefully. Be thoroughly informed about the company before you step into the interview room. Identifying the goals, objectives, and targets of the company will help you check how you fit in.

Thirdly, knowing the company will also help you to assess the job market. Gather knowledge about the competitive environment, market and trade dynamics, products/services and technological trends, innovations and patterns of customer behavior. It will help tackle unexpected questions asked in the interview such as: What do you know about our product? Who do you think are our competitors? Do you have any strategies for tackling the competition that we have in the outside market? So, gather some knowledge about the competitive environment; it's not sufficient to know when a product will be introduced but it is important to perceive whether that product will withstand stiff competition.

WRITING A CURRICULUM VITAE

Before you start writing your CV, make your aim in life, career plans, and goals clear. Research on the company and the position that you want to apply for. Then, have a basic flexible CV written first. Later, you can modify it to suit the need of new companies and new positions that come up. The ideal length of a CV is about four pages. Whereas, an ideal Résumé is just a single page—a one page document that gives just the most important points like previous jobs and accomplishments and sufficient information for getting an interview. Nonetheless, a CV can be several pages and includes details about all sorts of memberships and side projects. Thus, CV gives more of a sense of overall life time accomplishments in the field. Once you have decided to write a CV, you can make use of the following pro forma.

Writing a Curriculum Vitae

C.V. Pro forma

PERSONAL DETAILS:

Name : Last First Middle

Father's Name: Last First Middle

Date of Birth Age

DD MM YY (In Years)

Sex : Male/Female

Marital Status: Single / Married

Nationality : Indian

Writing a Curriculum Vitae

- Correspondence Address(current)

- Contact Phone No.
- E-mail
- Permanent Address:-----
- *Inform the Company if there is any Change*

- Place of Birth ____ Distt. ____
State _____
- Passport No. _____
- Driving License No. _____

- **Academic Record**
Last Degree First, Mention Specialization, Year, Univ./
Division (CGPA details)/ Special Achievements etc.
- **Short-term courses / professional
training programmes attended:**
- **Membership of Professional
Institutes / Associations:**

- **Sports / extracurricular
activities:**
- **Details of summer training and
projects undertaken**

- **How computer savvy are you ?**
Computer Languages Known
Software Packages handled
- **Other Achievements :**
Member of other clubs/groups
Any other achievements in Student Life

List your significant achievements

- a)
- b)
- c)

What type of assignments are you aspiring for?

(1 : Most Important, 5 : Least Important)

Entrepreneurial

Managerial

Dynamic

Growth Oriented

Administrative

In the coming 5 years, I expect to have the following career path :

Classify your reading habits (books & articles on global economy, general business practices, specify industry, general knowledge, current affairs)

**(a) Decision making abilities:
too quick, OR are you more
thorough but sometimes too slow ?**

(b) Thinking: Intuitive or Logical?

**(c) Involve others in decision-making
or independent?**

**Describe a complex situation
(a) In which you had to learn a
lot, quickly.**

**(b) How did you go about
learning ?**

**(c) How successful were the
results ?**

**How creative are you ?
What are the best examples
of your creativity in
processes, systems,
methods, products,
structure or services ?**

How have you tried to build team-spirit ? Cite examples of your successes and failures

Describe situations when your alertness enabled you to solve a complex problem

How have you changed for the better during the recent years?

**How well organised are you ?
What do you do to be
organised and what do you
feel you ought to do to be
better organised ?**

**How much supervision do
you want or need ?**

**Describe a situation in
which you were most
effective in selling an idea
or yourself**

What motivates you ?

Give some examples of the biggest challenges you have faced and overcome

Describe your Objectives :

Professional:

Personal :

FAMILY DETAILS

REFERENCES (inform them)

- 1.
- 2.
- 3.

(With phone No. and e-mail address)

Before I conclude, I should remind you that the above pro forma contains all that is desirable in a complete CV. However, use your discretion to add or omit appropriate information. Modify according to the company and position you apply for.

Now-a-days, companies and various organizations invariably look for the short and summarized version of CV in the form of Résumé. We will look at the chief features of a Résumé and learn how to write an effective one in the next lecture.

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