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Preparing Effective Resumes and Curriculum Vitae: A Comprehensive Guide to Formats, Skills, and Best Practices

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Abstract: *This article provides a comprehensive examination of resumes and curriculum vitae (CVs) as essential tools in the modern job application process. It traces the etymology and historical development of these documents, clarifies the distinctions among bio-data, resume, and CV, and analyses the core skills required for career success. The paper systematically describes the three principal types of CV—functional, chronological, and hybrid—along with their recommended formats and sample structures. Additional sections address design principles, do's and don'ts of CV preparation, methods of submission, email covering letters, and contemporary digital formats including web-based and video CVs. The discussion aims to equip job seekers with practical knowledge for producing professional, targeted, and effective application documents.*

Keywords: Resume, Curriculum Vitae, Functional CV, Chronological CV, Hybrid CV, Soft Skills, Covering Letter, Online CV, Video CV.

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