IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

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

Dr. Deen Dayal
LSSSS Government Degree College, Mant, Mathura, India

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.

I. INTRODUCTION

In today's competitive employment market, a well-prepared resume or curriculum vitae (CV) serves as the primary instrument through which candidates present their qualifications, experience, and potential to prospective employers. These documents create the first impression and often determine whether a candidate advances to the interview stage. Understanding the origins, purposes, and optimal formats of resumes and CVs is therefore essential for effective career management.

II. ETYMOLOGY AND DEFINITIONS

2.1 Resume

The word "resume" derives from the French *résumé*, the past participle of *résumer* meaning "to summarise." It originates ultimately from the Latin *resumere* ("to take back" or "to take again"), formed from *re-* ("again, back") and *sumere* ("to take"). First recorded between 1375 and 1425 in late Middle French, the term entered English as a concise summary of a person's professional and educational background. A resume is widely regarded as an updated and refined form of the traditional bio-data.

2.2 Bio-data

Bio-data is an English compound formed from "bio" (life or organic life) and "data" (representation of facts or ideas in a formalised, communicable manner). It is an uncountable noun referring collectively to recorded information about an individual, typically organised in a structured format. A bio-data presents details of education and work history primarily in the context of a selection process and is often described as a form resembling a curriculum vitae.

2.3 Curriculum Vitae (CV)

Curriculum Vitae, abbreviated as CV, is a Latin phrase meaning "the course of one's life." The term entered English usage around 1902. It combines *curriculum* (a course, especially a fixed course of study at a college, university, or school) and *vitae* (of life). A CV is a detailed document that highlights a candidate's professional and academic history, including work experience, achievements, skills, and awards. Recruiters use CVs to assess and forecast a candidate's career trajectory.

Historically, Leonardo da Vinci is credited with creating one of the earliest professional CVs in 1482. By the 1950s the CV had become formalised for job interviews; the first published guide to writing a CV appeared in 1984. The

Copyright to IJARSCT
www.ijarsct.co.in

IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

commercialisation of the World Wide Web in 1995 subsequently enabled a wide range of online job resources and digital CV formats.

III. SKILLS NECESSARY FOR CAREER SUCCESS

A skill is the learned capacity to perform an action with competence, efficiency, and high-quality results. Skills save time and energy, enable the effective application of knowledge, and reflect expertise or proficiency in a given task. The following categories of skills are particularly relevant to employment and career advancement.

3.1 Specialised or Administrative Skills

Specialised skills are trained, developed abilities directed toward particular organisational purposes. They constitute an individual's strengths and distinctive capacities that support job performance, promotion, and higher responsibility. Key specialised skills include:

- Professional behaviour and professionalism
- High-quality performance and commercial awareness
- Effective leadership and teamwork
- Planning and management competence
- Research-oriented attitude

Additional professional capacities that reduce workplace stress and enhance effectiveness are:

- Ability to communicate with a wide range of stakeholders (colleagues, clients, managers, suppliers, and the public)
- Capacity to meet deadlines on time and within budget
- High emotional intelligence and organisational capacity
- Strong problem-solving ability

3.2 Personal Skills

Personal skills refer to the inner abilities and soft-skill attributes of an individual. They encompass characteristics, personality traits, and qualities that shape workplace behaviour and interpersonal effectiveness.

3.3 Professional Skills

Professional skills concern performance in the workplace and are transferable across jobs. They enable an individual to work harmoniously with others and to contribute measurably to organisational goals. Representative professional skills include:

- Ability to introduce and improve methods of work or manufacture
- Capacity to reduce costs and increase operational efficiency
- Willingness to go the extra mile in delivery
- Ownership of assigned tasks
- Effective prioritisation of work activities
- Ability to handle stressful situations in a calm and professional manner

IV. TYPES OF CURRICULUM VITAE

A CV creates the first impression on a recruiter and should be legible, targeted, and relevant to the position. Three principal types of CV are recognised: functional (skill-based), chronological, and combined (hybrid).

4.1 Functional (Skill-Based) CV

A functional CV emphasises skills and achievements rather than a chronological employment history. It is particularly suitable for recent graduates with limited work experience or for candidates who have gaps in their employment record. By placing transferable skills at the forefront, the functional format highlights value independent of specific job titles or dates.

IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

Typical structure of a Functional CV:

- Personal details (name, address with pin code, telephone, email)
- Professional skills
- Personal skills
- Specialist / administrative skills
- Areas of expertise
- Achievements
- Awards and recognitions
- Sample Outline – Functional CV

Personal Details

Name: Rohit Sharma
Address: 55A, Laxmi Nagar Market, Near Metro Station, New Delhi
Mobile: xxxxxxxxxx
Email: rsharma@gmail.com

Professional Skills

- Teamwork and collaboration
- Professionalism and strong work ethic
- Leadership
- Critical thinking and problem solving
- Oral and written communication

Personal Skills

- Action-oriented approach
- Analytical attitude
- Creative thinking
- Positive attitude toward challenges and opportunities
- Commitment, reliability, and hard work

Specialist Skills

- Management and organisational ability
- Capacity to handle pressure and meet deadlines

Areas of Expertise

- Microsoft Office suite
- Data analytics
- Client-needs fulfilment
- Managerial skills

Achievements & Awards

- Successful project completions and process improvements
- Sales growth and system implementations
- Appreciation and excellence certificates; Best Performer and Quality Management awards

4.2 Chronological CV

A chronological CV presents work experience and education in reverse chronological order (most recent first). It is the traditional and most widely expected format when a candidate has a continuous and progressive career history.

Recommended structure:

- Personal details (name, contact information with pin code, telephone, email)
- Career objective (optional)
- Work experience – most recent position first; each entry begins with an action verb and describes duties and achievements in bullet points

IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

- Education – academic and professional qualifications listed from most recent to earliest, including boards/universities and divisions/grades
- References – available on request

4.3 Combined (Hybrid) CV

A hybrid or combined CV integrates the strengths of both the functional and chronological formats. Skills and achievements appear first, followed by a reverse-chronological work-history section. This structure is frequently preferred by hiring managers because it foregrounds relevant competencies while still providing a clear employment timeline.

V. STANDARD FORMAT OF A RESUME

A conventional resume typically contains the following sections:

- **Header:** Full name, complete address, telephone number, and professional email address.
- **Professional Objective:** A concise statement of career intention and relevant accomplishments.
- **Qualifications:** Academic qualifications and professional qualifications listed separately.
- **Experience:** Full-time and part-time positions, internships, volunteer work, summer jobs, and special projects.
- **Additional sections (as relevant):** Publications and presentations, languages, community service, technology skills, honours and awards, and leadership activities. References are generally omitted from the resume itself and supplied only upon request.

VI. DESIGN PRINCIPLES FOR A PROFESSIONAL CV

A CV should present a clean, professional appearance. Prefer a white background for printed copies, use a single readable font, and employ consistent spacing and alignment. Bullet points improve scannability. The document should be concise—ideally one or two pages—and should highlight the candidate's strongest selling points without decorative excess.

VII. DO'S AND DON'TS FOR CV PREPARATION

7.1 Do's

- Tailor the CV to the specific job and organisation.
- Include the pin code in the contact address.
- Use a professional email address that incorporates part of your name.
- Print on white paper, single-sided.
- Accompany the CV with a covering letter.
- Employ bullet points for qualifications, skills, experience, and awards.
- Keep the document concise and focused on relevant strengths.
- Provide references only when requested.

7.2 Don'ts

- Do not make the CV excessively long.
- Do not include a photograph (unless specifically requested).
- Avoid excessive bold, underlining, colour, italics, or all-capital text (except for the candidate's name).
- Do not insert graphs, diagrams, clip art, or decorative borders.
- Omit caste, gender, religion, and other irrelevant personal details.
- Avoid unprofessional email addresses or social-media handles.
- Do not include newspaper cuttings, brochures, or negative information.
- Avoid jargon, clichés, first-person pronouns ("I", "we"), and passive voice.
- Never fabricate information.
- Do not use cursive or overly creative fonts.

IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

VIII. METHODS OF SENDING A CV

CVs may be submitted through several channels:

By post: Sent to the recruiter's postal address; tracking facilities allow status monitoring.

By courier: Preferred for urgent delivery.

By email: A covering letter is typed in the body of the message and the CV is attached (preferably as a PDF).

Via website or online portal: The CV may be uploaded to the employer's careers site or hosted on the candidate's own professional webpage, with a link supplied to the employer.

IX. EMAIL COVERING LETTER

An email covering letter is an integral part of most modern applications. Recruiters often spend only a few seconds on an initial scan; therefore the letter must be clear, concise (ideally under 400 words), and persuasive enough to encourage the recipient to open the attached CV.

9.1 Key Points for a Strong Covering Letter

- Place the covering letter in the body of the email and attach the CV as a PDF.
- State clearly how you learned of the vacancy and why you are applying.
- Briefly introduce yourself and highlight the most relevant experience or achievements.
- Use a strong subject line that includes the position title.
- Personalise the salutation when the hiring manager's name is known.
- Conclude with a memorable closing that invites further discussion and provide a telephone number.
- Use a professional file name (e.g., FirstName_LastName_CV.pdf).
- End with a courteous sign-off such as "Yours sincerely" or "Best regards."

9.2 Sample Email Covering Letter

Subject: Application for the Position of Manager

Dear Sir/Madam,

I am writing to apply for the position of Manager advertised in the Employment Newspaper of 20 September 2021. With three years of relevant experience at Gateway Company, Gurgaon, I have developed the knowledge and skills that would enable me to contribute effectively to your organisation's growth.

My curriculum vitae is attached for your consideration. I am confident that my professional background aligns closely with the requirements of the role and would welcome the opportunity to discuss how I can add value to your team.

Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,

Rahul Sharma

Mobile: xxxxxxxxxx

X. WEB CV / ONLINE CV

A web CV (or online CV) is a personal webpage or digital profile designed to present an individual's professional identity, skills, experience, and achievements. It functions as a living summary of who the candidate is, what they do, and the value they can bring to an employer. Online CVs are typically designed to fit the equivalent of one or two printed pages.

10.1 Forms of Online CV

- A dedicated personal website serving as a digital CV
- A professional profile hosted on a careers or networking platform
- A CV section integrated into the candidate's own website
- A downloadable PDF version hosted online

IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

10.2 Core Components

The essential parts of a digital CV mirror those of a traditional document: personal details, education, work experience, and skills.

10.3 Benefits

- Greater creative flexibility and visual distinctiveness
- Easy sharing via LinkedIn and other professional platforms
- 24/7 availability and search-engine discoverability
- Capacity to maintain multiple versions tailored to different opportunities
- Facilitates interactive communication with potential employers

10.4 Limitations

- Difficulty in verifying claimed skills
- Loss of control once the content is publicly accessible
- Security and privacy risks
- Need for continuous updating
- Possible incompatibility with certain recruitment systems
- Risk of technical failures or data loss

XI. VIDEO CV

A video CV is a short recorded presentation in which a candidate introduces themselves, summarises their background, and demonstrates key skills. It transforms the traditional paper document into a dynamic visual format and is increasingly requested by recruiters in certain countries and sectors. Animated effects and careful production can enhance impact, but the primary value lies in conveying personality, verbal communication ability, and professional presence.

11.1 Advantages

- Showcases creativity, enthusiasm, and personality beyond the written page
- Demonstrates verbal communication skills and body language
- Provides a more personal impression of the candidate
- Adds credibility and memorability
- Allows visual evidence of abilities that are difficult to convey in text

11.2 Disadvantages

- Time-consuming and technically demanding to produce well
- Risk of creating an unfavourable or overly self-promotional impression
- Absence of a universally accepted format
- Potential for discrimination on the basis of appearance, accent, or other visible characteristics
- Security and privacy concerns
- Not accepted by all employers
- Requires more time to review than a conventional text resume (typically two to three minutes versus a few seconds)

XII. CONCLUSION

A carefully prepared resume or curriculum vitae remains one of the most influential documents in a job seeker's professional toolkit. By understanding the historical development, distinguishing features, and appropriate formats of these documents, candidates can present their qualifications with clarity and impact. Attention to relevant skills, adherence to design and content guidelines, thoughtful use of covering letters, and judicious adoption of digital and video formats further enhance the effectiveness of an application. Ultimately, the goal is to produce a targeted, truthful, and professional representation of one's career trajectory that persuades recruiters to invite the candidate for further discussion.

Copyright to IJARSCT
www.ijarsct.co.in

IJARSCT
ISSN (Online) 2581-9429
International Journal of Advanced Research in Science, Communication and Technology (IJARSCT)
International Open-Access, Double-Blind, Peer-Reviewed, Refereed, Multidisciplinary Online Journal
Impact Factor: 7.53
Volume 4, Issue 2, April 2024

REFERENCES

The content of this article has been synthesised and reorganised from instructional material on resume and CV preparation. Readers are encouraged to consult current official style guides and employer-specific application instructions for the most up-to-date practices.