
UNIT 6 PREPARING YOUR RESUME / CURRICULUM VITAE

Structure

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6.0 OBJECTIVES

In this Unit, you will learn about the importance of Resume or Curriculum Vitae (CV) while applying for a job. We will also prepare you to write your own resume or to update your existing one to ensure that it meets international standards. You will also learn what type of information you should include in your resume and how you should organise the information.

6.1 WARM UP

Imagine that you are a librarian in a school in India, and you are looking for a young person to be an assistant librarian. You have received many resumes in response to your advertisement. Put a tick mark against the personal information necessary to select the right candidate out of the following:

- Name
- Sister's name
- Date of birth
- Name of pet dog
- Favourite book
- Contact address
- E-mail id
- Mobile number
- Passport number

6.2 READING COMPREHENSION: WRITING A RESUME

Writing a Resume

“Resume” or “Curriculum Vitae (CV)” as it is often called, is the most important weapon when it comes to job hunting. It is a tool to advertise yourself to the world of potential employees and is an instrument to present yourself and impress your potential employer. An employer normally gets a large number of applications when a job is advertised. To ensure that your application stands out, it is most important to ensure that your Resume is perfect in every respect. A prospective employer will often make a snap judgment as soon as he/she reads your resume. Even the most qualified people can find themselves rejected if their resume fails to catch the attention of an employer.

In a resume two things are important:

The contents: how good your credentials are, that is your qualifications, experience, achievements, skills and competencies etc.

The presentation: even if you have a good story to tell about yourself, it is most important to communicate it properly.

Your resume is a summary of your work. Its appearance indicates how seriously you take your work and in turn, how seriously you should be taken. It is the first impression that you give of yourself, and creating a positive first impression depends on presenting a neat, error free, well organised and easy-to-read copy.

CV length

There are no set rules governing the length of your CV – this will be decided on the basis of your career history, education and achievements. If possible, try to keep it to one page, but if this looks too crowded then spread it out over two sheets. If you write more than this, the employer has too much to read.

Everyone has a different theory when it comes to the design of a CV. Don't make your design very complicated; just make sure everything is clearly marked. Include your career, progress, education and achievements prominently so your prospective employer doesn't have to search.

Basic Format

- Start off with your name, address and contact details clearly listed at the top of the page.
- Follow this with a profile of yourself which should include an outline of your skills, experience and immediate career goals.
- After this you can put in your career history – in reverse chronological order over the past 10 years – with brief descriptions of your responsibilities and achievements.
- Then comes education, interests/personal details and references.

You can't do much about the contents; you can only include what you possess! A bad presentation of good contents can result in the application getting rejected.

Writing a resume has never been as easy as it is now, thanks to the numerous websites that provide guidelines for preparing resumes substantiated with examples. Templates for resume, sample resume, ready-made resume etc. are now available on these sites. But don't have the impression that these are the standard ones and are perfect samples and offer readymade solutions! One can get ideas from these and then adapt to meet one's requirements. It is always better to have something to work on rather than starting from scratch.

Finally, remember that it is important to be truthful. Never try to smudge dates to hide periods of unemployment. A basic check will expose your deceit and ruin any chance of getting a job.

Self Check Exercise

Note: i) Write your answers at the space given below.

ii) Check your answers with the answers given at the end of this Unit.

Read the passage 'Writing a Resume' once again and answer the following questions:

1) How does a resume help in job hunting?

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2) Why is it important to keep your resume simple and readable?

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3) How long should your resume be?

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4) In which section will you include your career goals?

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5) What do you need to keep in mind while describing career history?

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6) Should you hide in your resume that you were unemployed for six months?

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6.3 VOCABULARY: SUB-HEADINGS IN A RESUME

There is no one single way to present a Resume. However, employers normally expect a Resume to cover the following:

- | | | |
|-----------|-------------------|--------------|
| Education | Personal details | Experience |
| Hobbies | Additional skills | Achievements |

Self Check Exercise

Note: i) Write your answers at the space given below.

ii) Check your answer with the answer given at the end of this Unit.

7) Look at the following points and decide under which headings mentioned above, you would put them under:

- Fluent in English
- Photography
- University of Delhi
- Good communication skills
- Responsibility for cataloguing
- Assistant Librarian (2006 – 2008)
- Web designing
- 29 years

6.4 GRAMMAR: SUBJECT-VERB AGREEMENT

Read the following sentences:

- A Some *employers treat* their employees very badly.
- B An *employer normally gets* a large number of applications when a job is advertised.

In sentence A, the subject *employers* is in plural form. The verb *treat* is also in the plural form.

In sentence B, the subject *employer* is in the singular form, therefore, the verb *gets* which has been used, is also in the singular form.

A finite verb in a sentence always agrees with its subject in number and person. When the subject is singular, the verb must be singular. When the subject is plural, the verb must be plural. In English, the only subject that affects the ending of the main verb or auxiliary is the third person singular.

1st person singular	I work.
2nd person singular	You work.
3rd person singular	She/he/It works.
1st person plural	We work.
2nd person plural	You work.
3rd person plural	They work.

Let us now look at some rules of subject-verb agreement:

Singular Subjects That Look Plural

- 1) There are certain verbs which end in *s* and look plural, but they are singular in number. They take singular verbs.

Physics is one of the most interesting subjects.

The *news* that everyone survived the crash *is* good to hear.

Gulliver's Travels is a famous book.

- 2) When a proper noun is plural in form but stands for one 'thing' or 'company' it takes a singular plural.

Bahri and Sons is a famous book store in Khan Market.

Singapore Airlines is my favourite airlines.

- 3) When two nouns are joined with *and*, and refer to the same person or thing or concern one idea, they take the singular verb.

Rice and fish curry is my favourite dish.

Slow and steady wins the race.

- 4) When two singular subjects are joined by *or*, *either-or*, *neither-nor*, they take a singular verb.

Neither Australia nor England is likely to win the World Cup.

I'm sure he or his brother is to blame.

Either Sunita or Sumit has done it.

- 5) The following pronouns are always singular and they take singular verbs.

Anybody	anyone	anything	each	either
every/body/one/thing	neither	nobody	no one	somebody
someone	something			

Nobody is allowed to enter the building after office hours.

Everyone has a different theory when it comes to the design of a CV.

Neither of the managers is going on the trip.

- 6) When the subject is a unit of measurement or a mathematical unit, the verb used is singular.

Six months is a long time to wait.

Three kilometers is quite a long walk.

Subject which is Plural:

- 1) These nouns are always plural in form and take plural verbs like: trousers, pants, shorts, scissors, pliers, socks, spectacles.

My new spectacles are lost.

Your blue socks are in the drawer.

The trousers need repair.

Your new shorts look really cool.

- 2) Two and more singular nouns joined by and make a plural subject. They take a plural verb.

Jack and Jill are coming.

India and Pakistan are neighbours.

- 3) The following pronouns are always plural and take plural verbs:

both, many, few, several.

Both the twins look alike.

Many children participated in the Science Talent Contest, but few have passed.

Several of the paintings were destroyed in the fire.

Self Check Exercise

Note: i) Write your answers at the space given below.

ii) Check your answers with the answers given at the end of this Unit.

- 8) Fill in the blanks with the correct form of the verb given in brackets.

i) The cars parked on the street ahead. (is / are)

ii) The carpeta lot of stains. (has / have)

- iii) The Trade Union Members' Meeting being held in the Conference Room. (is / are)
- iv) Fifteen years a very long time! (is / are)
- v) Neither her father nor her mother very tall.(is / are)
- vi) Either this woman or that man stolen the watch. (has / have)
- vii) At the party, everyone well dressed. (was / were)
- viii) Baked beans and toast my favourite dish for breakfast. (is / are)
- ix) Many children injured in the accident. (was / were)
- x) Something amiss in this room. (seem /seems)

9) **Spot the Mistakes:** Read the following text. There are 12 verbs that are wrong. Rewrite the passage with the correct form of the verb in the space provided.

Some jobs is very demanding but nevertheless, someone have to do them. Recently, I saw an advertisement in the newspaper where Brown & Polson were looking for a Chocolate Purchase Manager. The Company were offering to pay \$ 40,000 per year for the right candidate.

The nature of the job are also very interesting. The applicant are expected to travel to Africa to selects the right cocoa to be used in the making of chocolate.

The company are expecting a lot of applications for the job. They is looking for someone who work hard, enjoy traveling and love chocolate.

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6.5 LISTENING COMPREHENSION: GUIDELINES ON WRITING A RESUME

Activity

- 1) Listen to the guidelines on writing a resume. Fill in the blanks to complete the instructions.

General guidelines for writing a resume:

- i) Try to contain your resume in
- ii) Start with your name and You must include phone numbers and
- iii) If you have any experience, state the same first and your
- iv) In case of experience and educational qualifications, always write theand the first and the earlier ones later
- v) It is helpful to give your....., since many employers draw conclusions from these.
- vi)whatever you have written.
- vii) Ensure there are no spelling or.....
- viii) Since the Resume is the first contact you are making with an employer, there is no need to give details of....., unless asked for.
- ix)from sample Resumes from websites.
- x) Use good typeface and type size, and if sending by snail mail,
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6.6 WRITING YOUR OWN RESUME

Using all the information you have gathered on writing Resume, now write a good Resume of yourself. Imagine that you are applying for the job of a Librarian in a college and that you hold a Bachelors degree in Library Science and have four years of experience in a University library as a Library Assistant.

You may consult any sample Resume on any job website or use the following template

Name:
Address:
Age:
Telephone :
E-mail:
Professional experience:
Educational qualification:
Additional skills and competencies, if relevant to the job:
Extracurricular activities/hobbies:

6.7 PRONUNCIATION

Listen to these words / phrases and repeat them after the teacher.

applications	templates	career goals
personal details	professional experience	educational qualifications
employer	employee	advertisement
contact address		

6.8 SUMMARY

In this Unit we have focused on the importance of writing a good resume. You have learnt that clarity and impact are necessary to make you stand out in the crowd. You also learnt about the type of information you need to include and how to organise these under different headings.

6.9 ANSWERS TO SELF CHECK EXERCISES

- 1) A resume helps in job hunting by giving a first overall impression of one's educational background, skills and competencies and achievements to the potential employer.
- 2) If a resume is not clear and readable it will get rejected. Most employers spend only a few seconds on a resume.
- 3) A resume should be one or maximum two pages only.
- 4) Career goals will be included in *my profile*.
- 5) Career history should be presented in reverse chronological order.
- 6) No. Most employers will check on the basic details. It is risky to lie in your resume.
- 7)

Fluent in English	Additional skills
Photography	Hobbies
University of Delhi	Education
Good communication skills	Additional skills
Responsibility for cataloguing	Professional experience
Assistant Librarian (2006 – 2008)	Professional experience
Web designing	Additional skills
29 years	Personal details
- 8)
 - i) The cars **are** parked on the street ahead.
 - ii) The carpet **has** a lot of stains.
 - iii) The Trade Union Members' Meeting **is** being held in the Conference Room.
 - iv) Fifteen years **is** a very long time!
 - v) Neither her father nor her mother **is** very tall.

- vi) Either this woman or that man **has** stolen the watch.
 - vii) At the party, everyone **was** well dressed.
 - viii) Baked beans and toast **is** my favourite dish for breakfast.
 - ix) Many children **were** injured in the accident.
 - x) Something **seems** amiss in this room.
- 9) Text with correct form of the verbs:
- Some jobs **are** very demanding but nevertheless, someone **has** to do them. Recently, I saw an advertisement in the newspaper where Brown & Polson **was** looking for a Chocolate Purchase Manager. The Company **was** offering to pay \$ 40,000 per year for the right candidate.
- The nature of the job **is** also very interesting. The applicant **is** expected to travel to Africa to select the right cocoa to be used in the making of chocolate.
- The company **is** expecting a lot of applications for the job. They **are** looking for someone who **works** hard, **enjoys** traveling and **loves** chocolate.

6.10 ANSWER TO ACTIVITY

- 1) i) one or maximum two pages
- ii) contact details, email id.
- iii) educational qualifications later
- iv) last experience/qualification first
- v) age and language proficiency
- vi) Proof-read
- vii) grammatical errors
- viii) referees
- ix) take guidance
- x) print on good quality A4 size paper

6.11 REFERENCES AND FURTHER READING

Corfield, R. *Preparing the Perfect CV*. Kogan Page India Private Limited, 2010, Print.

Corfield, R. *Preparing the Perfect CV: How to Make a Great Impression and Get the Job You Want (Career Success)*, 2009, Ebook.

Wendy S. Enelow, W. S. and Arnold G. Boldt A. G. *No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews & Job Offers*, Career Press, 2006, Print.

Whitmore, T. *How to Write an: Impressive CV & Cover Letter*. Rupa & Co., 2011, Print.