

A Curriculum Vitae *CV* is a written overview of the person's experience and other qualifications that a potential employer seeks about a job-seeker and is supposed to be carried by tenured applicants looking for a job change.

## CV and Résumé - What is the Difference?

A **CV can be easily mistaken for a résumé**, however, there is a notable difference. A résumé is supposed to be carried by applicants with no relevant career experience or no experience whatsoever. On the other hand, CVs are to be carried by candidates with relevant experience.



## Format of a CV

As with the résumé, we will be discussing a widely accepted template. A CV normally includes the following elements –

- **Name** – Full name of the applicant without general salutations like Mr., Ms.
- **Address** – the permanent address.
- **Summary** – a brief description of what you have achieved in your profession.
- **Academic Qualification** – your academic qualification
- **Additional Knowledge** – Skills you have acquired beyond your profession.
- **Acquired Skills** – Soft Skills
- **Programming Languages** – if any
- **Software Tools** – Software tools you use in your profession *MSWord, Excel*
- **Operating System Platforms** – operating system you use *Windows, Mac*
- **Database Management System** – if any

- **Personal Skills** – soft skills
- **Experience Breakdown** – detailed explanation of your experience
- **Achievements & Interests** – Hobbies. Achievements in professional life
- **Declaration** – stating all information provided about the applicant as true.

**NOTE** – Fields marked *e, g, j* will change as per applicant’s area of expertise. Points *h, i* are considered parts of a general template now, as almost all the companies now expect the candidates to have basic computer proficiency on some specific software tool *MSWord, MSExcel, etc...*

## A Sample CV

<b>Vineet Nanda</b>		<b>Address:</b> 1022 Brannon Street Los Angeles, CA 90014																				
		<b>Phone:</b> 231-215-6582																				
		<b>Cell:</b> 635-845-5425																				
		<b>Email:</b> vineet@example.com																				
<b>Summary</b>	I am a talented and ambitious individual with a strong aptitude in accounts. With an excellent grip over Microsoft Excel I am keen to start my professional career. I am eager to have further training in the field of accounts while working as assistant to an experienced employer in a fast paced working environment.																					
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<b>Acquired Skills</b>	<ul style="list-style-type: none"> <li>• Well Organized</li> <li>• Detail Oriented</li> </ul>																					

- Detail Oriented
- Business Savvy
- Excellent Communicator
- Processing Invoices
- E-Commerce
- Knowledge of online business transactions
- Online Banking

**Hobbies  
and Interests**

- Study of accounts related book to get up to date knowledge
- Creating accounts related documents templates in MS Excel
- Attending Seminars
- Public Speaking
- Swimming

**References**

Will be provided on request

**Declaration**

I, hereby, declare that the above written particulars are true to the best of my knowledge and belief.

**Signature**