

## BIODATA, RESUME & CURRICULUM VITAE: PAST BEHAVIOUR IS THE BEST PREDICTOR OF FUTURE BEHAVIOUR FOR CROSSING MILESTONES

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### ABSTRACT

All your life you have been subtly passing the question around when it came to actual differentiation among the three - Biodata, CV and Resume, isn't it? Although all of them fall under the same broad spectrum, but there are differences in usage, usage in regions and otherwise.

1. Indian Biodata: While the majority of us have heard this biodata for our traditional marriage purposes, actually stands for "Biographical Data". This could mean anything that involves your particular information that is height, weight, marital status, nationality etc.

Meaning: Majorly contains personal information - gender, race, residence

Use: Majorly used for marriage purposes in India

2. Resume: Resume is to the point. It is short and talks exactly the point without any divergence.

Meaning: It is a 1-page terse description of your skills. The basic use of a resume is to land you in getting till the interview. The CV, which is the detailed form of your academic qualifications, gets you through the interview.

Use: Preferred in the USA

3. CV: Stands for Curriculum Vitae

Meaning: Summary of your academic qualification like the school you attended and what course you underwent. There is no page limit for it. You can include research papers and everything under the umbrella that you have done.

Use: In the UK, CV is preferred for jobs and for official purposes.

You might have noticed the difference in spellings of "favourite" and "favorite", it is primarily because of the usages in different regions. Similarly in India also both the terms - "CV" and "resume" are used depending on the convenience and familiarity. Be smart, act smart, talk smart and know the difference to get the job of your choice.

Also one must remember to not use all of them everywhere and focus on why there are three words for an almost similar meaning. Well now you know why!

Keywords: Biodata, Resume, Curriculum vitae, Qualification, Academic Job, Industrial Job, Interview, Personnel

### INTRODUCTION:

When it comes to applying for a new job, your CV could be just the ticket to get you that initial foot in the door and secure an interview – but how do you ensure your CV is added to the interview pile rather than thrown straight in the bin? Putting together a successful CV is easy once you know how. It's a case of taking all your skills and experience and tailoring them to the job you're applying for but what if you don't meet the right criteria? It has been put together the following tips to help you get started in creating a successful CV and securing your first (or next) job.<sup>[1]</sup>

#### Get the basics right

There is no right or wrong way to write a CV but there are some common sections you should cover. These include: personal and contact information; education and qualifications; work history and/or experience; relevant skills to the job in question; own interests, achievements or hobbies; and some references.

#### Presentation is key

A successful CV is always carefully and clearly presented and printed on clean, crisp white paper. The layout should always be clean and well structured and CVs should never be crumpled or folded, so use an A4 envelope to post your applications. Always remember the CV hotspot – the upper middle area of the first page is where the recruiter's eye will naturally fall, so make sure you include your most important information there.



(A)



(B)

Figure (A, B) 1: Unemployed to employed<sup>[1]</sup>

[Reference: 1. Seidman, Irving. Interviewing as Qualitative Research: A Guide for Researchers in Education and the Social Sciences. Teachers College Press, 1998, 49.]

### Stick to no more than two pages of A4

A good CV is clear, concise and makes every point necessary without waffling. You don't need pages and pages of paper – you just keep things short and sweet. A CV is a reassurance to a potential employer; it's a chance to tick the right boxes and if everything is satisfied, there's a better chance of a job interview also, employers receive dozens of CVs all the time so it's unlikely they'll read each one cover to cover. Most will make a judgment about a CV within sections, so stick to a maximum of two pages of A4 paper.

### Understand the job description

The clues are in the job application, so read the details from start to finish. Take notes and create bullet points, highlighting everything you can satisfy and all the bits you can't. With the areas where you're lacking, fill in the blanks by adapting the skills you do have. For example, if

the job in question requires someone with sales experience, there's nothing stopping you from using any retail work you've undertaken – even if it was something to help pay the bills through university. It will demonstrate the skills you do have and show how they're transferable.

### Tailor the CV to the role

When you've established what the job entails and how you can match each requirement, create a CV specifically for that role. Remember, there is no such thing as a generic CV. Every CV you send to a potential employer should be tailored to that role so don't be lazy and hope that a general CV will work because it won't.

Create a unique CV for every job you apply for. You don't have to re-write the whole thing, just adapt the details so they're relevant.



(A)



(B)

Figure (A, B) 2: Satisfaction in interview<sup>[2]</sup>

[Reference: 2. Weiss, Robert. Learning from Strangers: The Art and Method of Qualitative Interview Studies. The Free Press, 1994, 122.]

### Making the most of skills

Under the skills section of your CV don't forget to mention key skills that can help you to stand out from the crowd. These could include: communication skills; computer skills; team working; problem solving or even speaking a foreign language. Skills can come out of the most unlikely places, so really think about what you've done to grow your own skills, even if you take examples from being in a local sports team or joining a voluntary group – it's all relevant.

### Making the most of interests

Under interests, highlight the things that show off skills you've gained and employers look for. Describe any examples of positions of responsibility, working in a team or anything that shows you can use your own initiative. For example, if you ran your university's newspaper or if you started a weekend league football team that became a success.

Include anything that shows how diverse, interested and skilled you are. Don't include passive interests like watching TV, solitary hobbies that can be perceived as you lacking in people skills. Make yourself sound really interesting.<sup>[2]</sup>

### Making the most of experience

Use assertive and positive language under the work history and experience sections, such as "developed", "organised" or "achieved". Try to relate the skills you have learned to the job role you're applying for. For example: "The work experience involved working in a team," or "This position involved planning, organisation and leadership as I was responsible for a team of people".

Really get to grips with the valuable skills and experience you have gained from past work positions, even if it was just working in a restaurant – every little helps.

### Including references

References should be from someone who has employed you in the past and can vouch for your skills and experience. If you've never worked before you're OK to use a teacher or tutor as a referee. Try to include two if you can.

### Keep your CV updated

It's crucial to review your CV on a regular basis and add any new skills or experience that's missing. For example, if you've just done some volunteering or worked on a new project, make sure they're on there – potential

employers are always impressed with candidates who go the extra mile to boost their own skills and experience.



(A)



(B)

Figure (A, B) 3: Past behaviour is the best predictor of future behaviour for crossing milestones<sup>[3]</sup>

[Reference: 3. Weiss, Robert. Learning from Strangers: The Art and Method of Qualitative Interview Studies. The Free Press, 1994, 123.]

**Biodata:** In industrial and organizational psychology, **biodata** is biographical data. It is factual kinds of questions about life and work experiences, as well as items involving opinions, values, beliefs and attitudes that reflect a historical perspective. Since the respondent replies to questions about themselves, there are elements of both biography and autobiography. Biographical information is not expected to predict all future behaviours but it is useful in personnel selection in that it can give an indication of probable future behaviours based on an individual's prior learning history. Biodata instruments have an advantage over personality and interest inventories in that they can capture directly the past behaviour of a person, probably the best

predictor of his or her future actions. These measures deal with facts about the person's life, not introspections and subjective judgments.

In summary, Biodata has been shown to be a valid and reliable means to predict future performance based on an applicant's past performance. A well-constructed Biodata instrument is legally defensible and unlike the interview, is not susceptible to error due to rater biases or the halo effect. It has proven its worth in personnel selection as a cost effective tool.

In the South Asian community (Nepal, India, Pakistan, Bangladesh), a biodata is essentially a résumé. The purpose is similar to that of a résumé, to eliminate some candidates from the pool of prospective suitors before meeting others. The biodata generally contains the same type of information as a résumé (i.e. objective, work history, salary information, educational background), but may also include physical attributes, such as height, weight, hair/skin/eye color and a photo.<sup>[3]</sup>

**Resume:** It is a document used by persons to present their backgrounds and skills. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a "summary" of relevant job experience and education, as its French origin (and its translation into Spanish as "resumen") implies. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview. The curriculum vitae (CV) used for academic purposes in the UK (and in other European countries) is more akin to the résumé — a shorter, summary version of one's education and experience — than to the longer and more detailed c.v. that is expected in U.S. academic circles. Generally, the résumé is substantially shorter than a CV.<sup>[4]</sup>

### Description

In many contexts, a résumé is typically limited to one or two pages of size A4 or Letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain keywords or skills that potential employers are looking for via Applicant Tracking Systems, make heavy use of active verbs, and display content in a flattering manner. Résumés can vary in style and length, but should always contain accurate contact information of the job seeker.

A résumé is a marketing tool in which the content should be adapted to suit each individual job application and/or

applications aimed at a particular industry. The transmission of résumés directly to employers became increasingly popular as late as 2002. Job seekers were able to circumvent the job application process and reach employers through direct email contact and résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within the job market.



(A)



(B)

Figure (A, B) 4: Expressing the known capability in front of unknown questionnaires<sup>[4]</sup>

[Reference: 4. Seidman, Irving. Interviewing as Qualitative Research: A Guide for Researchers in Education and the Social Sciences. Teachers College Press, 1998, 91.]

However the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually therefore more sensible to optimize the résumé for each position applied for and its keywords. In order to keep track of all experiences, keeping a 'master résumé' document is recommended, providing job-seekers with the ability to customize a

tailored résumé while making sure extraneous information is easily accessible for future use, if needed. The complexity or simplicity of various résumé formats tends to produce results varying from person to person, for the occupation, and to the industry. It is important to note that résumés or CVs used by medical professionals, professors, artists and people in other specialized fields may be comparatively longer. For example, an artist's résumé, typically excluding any non-art-related employment, may include extensive lists of solo and group exhibitions.

### Styles

Résumés may be organized in different ways. The following are some of the more common formats:

#### Reverse chronological résumé

A reverse chronological résumé lists a candidate's job experiences in chronological order, generally covering the previous 10 to 15 years. Positions are listed with starting and ending dates. Current positions on a résumé typically list the starting date to the present or to the current year. Both are considered acceptable. The reverse chronological résumé format is most commonly used by those who are not professional résumé writers. In using this format, the main body of the document becomes the Professional Experience section, starting from the most recent experience and moving chronologically backwards through a succession of previous experience. The reverse chronological résumé works to build credibility through experience gained, while illustrating career growth over time and filling all gaps in a career trajectory. A chronological résumé is not recommended to job seekers with gaps in their career summaries. In the United Kingdom the chronological résumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications.<sup>[5]</sup>

#### Functional résumé

A functional résumé lists work experience and skills sorted by skill area or job function.

The functional résumé is used to focus on skills that are specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. In contrast, the chronological résumé format will briefly highlight these competencies prior to presenting a comprehensive timeline of career growth through reverse chronological listings, with the most recent experience listed first. The functional résumé works well for those making a career change, having a varied work history or with little work

experience. A functional résumé is also preferred for applications to jobs that require very specific skills or clearly defined personality traits. A functional résumé is a good method for highlighting particular skills or experiences, especially when those particular skills or experiences may have derived from a role which was held some time ago. Rather than focus on the length of time that has passed, the functional résumé allows the reader to identify those skills quickly.



(A)



(B)

Figure (A, B) 5: Appointment in job<sup>[5]</sup>

[Reference: 5. Seidman, Irving. Interviewing as Qualitative Research: A Guide for Researchers in Education and the Social Sciences. Teachers College Press, 1998.]

#### Hybrid résumé

The hybrid résumé balances the functional and chronological approaches. A résumé organized this way typically leads with a functional list of job skills, followed by a chronological list of employers. The hybrid résumé has a tendency to repeat itself and is, therefore, less widely used than the other two.

#### Online résumés

As the search for employment has become more electronic, it is common for employers only to accept résumés electronically, either out of practicality or preference. This has changed much about the way résumés are written, read, and processed. Some career experts are pointing out that today a paper-based resume is an exception rather than the rule. Many employers now find candidates' résumés through search engines, which makes it more important for candidates to use appropriate keywords when writing a résumé. Larger employers use Applicant Tracking Systems to search, filter, and manage high volumes of résumés. Job ads may direct applicants to email a résumé to a company or visit its website and submit a résumé in an electronic format.

Many employers, and recruitment agencies working on their behalf, insist on receiving résumés in a particular file format. Some require Microsoft Word documents, while others will only accept résumés formatted in HTML, PDF, or plain ASCII text.

One advantage for employers to online résumés is the significant cost saving compared to traditional hiring methods. Another is that potential employers no longer have to sort through massive stacks of paper.

### Infographic, video and website résumés

As the Internet becomes more driven by multimedia, jobseekers have sought to take advantage of the trend by moving their résumés away from the traditional paper and email media. Video, infographic and even Vine résumés have gained popularity, though mainly in the creative and media industries.

This trend has attracted criticism from human resources management professionals, who warn that this may be a passing fad and point out that multimedia-based résumés may be overlooked by recruiters whose workflow is designed only to accommodate a traditional résumé format.

### Résumé evaluation

Many résumé development agencies offer résumé evaluation services wherein they evaluate the résumé and suggest any necessary changes. Candidates are free to either do those change themselves or may take help of the agency itself. Some career fields include a special section listing the lifelong works of the author: for computer-related fields, the softography; for musicians and composers, the discography; for actors, a filmography.

Keeping résumés online has become increasingly common for people in professions that benefit from the

multimedia and rich detail that are offered by an HTML résumé, such as actors, photographers, graphic designers, developers, dancers, etc. Job seekers are finding an ever increasing demand to have an electronic version of their résumé available to employers and professionals who use Internet recruiting. Online résumé distribution services have emerged to allow job seekers to distribute their résumés to numerous employers of their choice through email.<sup>[6]</sup>

### Résumé as one part of a personal branding mix

In some sectors, particularly in the startup community, use of traditional résumé has seen a consistent decline. While standalone résumés are still used to apply for jobs, job-seekers may also view their résumés as one of a number of assets which form their personal brand and work together to strengthen their job application. In this scenario, résumés are generally used to provide a potential employer with factual information (e.g., achievements), while the social media platforms give insight into the job-seekers' motivations and personality.



Figure 6: Implementation of skill into job platform<sup>[6,7]</sup>

[Reference: 6. Moore, Brenda. "In-Depth Interviewing" in Routledge Handbook of Research Methods in Military Studies, (eds.) J. Sorters, P. Shields, S Henriette. New York: Routledge. 115-128, 2014.

7. Bjørnholt, M; Farstad, G.R. "'Am I rambling?' On the advantages of interviewing couples together". Qualitative Research 14(1): 3-19, 2012.]

**Curriculum vitae:** It is a written overview of a person's experience and other qualifications. In some countries, a CV is typically the first item that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview.

### Use

In the United Kingdom, most Commonwealth countries, and Republic of Ireland, a CV is short (usually a maximum of two sides of A4 paper), and therefore contains only a

summary of the job seeker's employment history, qualifications, education, and some personal information. Some parts of Asia require applicants' photos, date of birth, and most recent salary information. CVs are often tailored to change the emphasis of the information according to the particular position for which the job seeker is applying. A CV can also be extended to include an extra page for the job-seeker's publications if these are important for the job. In the United States, Canada, and Australia a CV is a comprehensive document used in academic circles and medical careers that elaborates on education, publications, and other achievements. A CV contains greater detail than a résumé, a shorter summary which is more often used in applications for jobs, but it is often expected that professionals use a short CV that highlights the current focus of their academic lives and not necessarily their full history.

### Etymology and spellings

*Curriculum vitae* are a Latin expression which can be loosely translated as *[the] course of [my] life*. In current usage, *curriculum* is less marked as a foreign loanword. Traditionally the word *vitae* is rendered in English using the ligature æ, hence *vitæ*, although this convention is less common in contemporary practice. The plural of *curriculum vitae*, in Latin, is formed following Latin rules of grammar as *curricula vitae* (meaning "courses of life") — not *curriculum vita* (which is grammatically incorrect), nor *curricula vitarum*. The form *vitae* are the singular genitive of *vita* and is translated as "of life". In English, the plural of the full expression *curriculum vitae* is seldom used; the plural of *curriculum* on its own is usually written as "curricula", rather than the traditional *curriculum*s.<sup>[7]</sup>

### Conclusion

Curriculum vitae (CV) are a summary of your experiences and educational background. While it can resemble a resume, a CV is most often used when applying for teaching or research opportunities, applying for a grant or fellowship, or for further academic training. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview. The résumé is comparable to curriculum vitae (CV) in many countries. Keep your CV short, punchy and to the point. This means it shouldn't run to more than 2 pages of A4. When your CV is too long - and many of them are - then this suggests that you've been either job hopping (which is a 'no no') or you can't write concisely (which is another 'no no').

Curriculum vitae (also known as a vita or CV) provide a detailed and comprehensive description of your academic credentials and achievements. A CV differs from the more concise resume, which summarizes your skills and experience in relation to a specific career objective. Those who hold master's or doctoral degrees should submit a CV when they apply for teaching or research positions at colleges, universities, or research institutions. Other industries and educational institutions, including public and private schools, prefer a resume. Your CV is your on-paper matter; it must be appealing and convince a search committee of your qualifications. Include the following information (not necessarily in this order):

Name, address, telephone number, and/or e-mail address, Degrees, institutions, and degree dates, Dissertation or thesis title(s), names of advisor and committee members, Awards, fellowships, and grants, Publications and presentations. Teaching experience and interests, Research experience and interests, Related experience (for example, administrative or editorial experience), Language, computer, and/or other skills, Activities and/or interests (optional), Service and membership in professional associations (e.g., Modern Language Association).

Different disciplines may warrant additional sections, such as Data Sets (sciences), Performances (performing arts), Film Production Highlights (MFA), etc. Consult with your advisor and other faculty members to learn more about what the conventions are for your specific field. Regardless of area of specialization, do not include personal information such as your age, marital status, race, ethnic background, or religion for positions in the U.S.

Present your qualifications and achievements in a clear, concise, and organized fashion. Use topical headings and consider their order; what comes first will receive more emphasis. One typically opens with one's academic preparation, drawing attention to the degrees. There are no universal rules for vitae, so check with your advisor. Many faculty members post their CV on line, so review examples from new faculty in your field. Formatting should support and not obscure the content of your CV. Consider your audience and make your CV easy to read. Names, titles, and dates should appear in the same place within each entry. Be consistent in your use of punctuation, type face, and indentation. Also, liberal use of white space and judicious use of bold type can help make your CV a swift and pleasant read.

Finally, meet with a career counselor to review your CV, and show it to your peers and professors to solicit their

feedback. Content determines the length of the CV. The CV of a student or junior professor may be two to four pages in length; Senior faculty may produce CVs that run to ten or more pages.

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