Chapter-30B
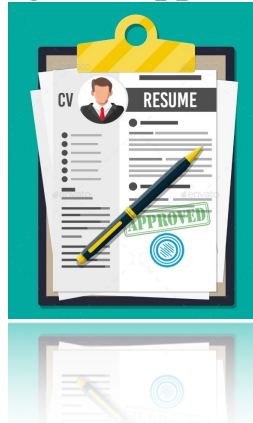# *Writing Job Applications*

Summary
- An application for employment is a standard business document that is prepared with questions considered relevant by employers. It is used to determine the best candidate to fill a specific role within the company.
- A resume or a curriculum vitae is a formal document that provides an overview of your professional qualifications, including your relevant work experience, skills, education, and notable accomplishments. Usually paired with a cover letter, a resume helps you demonstrate your abilities and convince employers you're qualified and hireable.
- The cover letter allows you to target the job and the employer in a very specific way, leaving the resume to market your skills, qualities and experience as a part of the bigger picture.
- The Resume outlines your skills and experiences allowing the employer to get an idea as to how you can contribute to the employer's workplace.
- A resume is a one page summary of your work experience and background relevant to the job you are applying to. A CV is a longer academic diary that includes all your experience, certificates, and publications.

Important points from the text:

Difference between Curriculum vitae and Resume:
 (1) A Resume is one page (max. two) whereas the CV can be longer.
 (2) A Resume is used for job hunting in all industries, the CV is used for jobs and admissions in Academia
 (3) The resume is tailored to the specific job you are applying to, whereas the CV is a comprehensive overview.

Techniques for writing an effective Resume:
- It should attractive and well organised.
- It should be easy to read and understand.
- The format of resume should be legible.
- It should be grammatically correct and free of errors.

 Writing an effective resume
1. Necessary Contact Information
- Name: First name, last name (middle name optional).
- Phone Number: Personal cell phone preferred over home phone number.

- Email Address
- Date of Birth

2. Employment objective: you must state the purpose of your role in the company.

3. Educational details: you must list down your education details like graduation, post graduation, B.ed etc.

4. Activities and honours you have achieved.

5. Employment experience: you must provide a brief description of your duties in the previous organisation, and specify any promotion or award you have received.

6. References: you must give references from your previous organisation.

A job application letter is a "cover letter" which must precede your CV or Resume. It must convince the reader that you are qualified for the post and request for an interview.

A job application letter must provide the following information:
- Identify the job title and state how you heard about it.
- List your qualifications for the job in summary form.
- Stress on education and /or work experience according to your own situation/ need.

Curriculum vitae

Geeta Maheshwari
3204 ATS Apartments
Noida, uttar Pradesh
Date of birth: 3rd August 1979
gm1234@email.com
8047689691(phone number)

RESEARCH INTERESTS
 Dalit literature, diasporas literature,Hispanic Literature, Latin American Literature

EDUCATION DETAILS
Ph.D. in English, 2018 – University of Delhi.
M.A. in English, June 2015 – University of Delhi
B.A. in English , June 2013 – University of Delhi

APPOINTMENTS
Currently working as a Guest Lecturer in Gargi college University of Delhi,

PUBLICATIONS
BOOK-Dalit literature, the condition of Dalit women in India. (forthcoming)
Peer-reviewed Journals
Geeta Maheshwari "Comparing the Dalit and European Immigrant Experience through Story,
Geeta Maheshwari ."Yearning to Be Free: a Dalit's Plight
Geeta Maheshwari, " Comparative study of any 3 Dalit women"

TEACHING EXPERIENCE
Guest Lecturer, University of Delhi for 5 years.
Worked as Graduate Teaching Assistant, Calcutta University for 3 years

HONORS / AWARDS
Mexico Study Abroad Summer Grant, 2018
UH Teaching Awards, 2017, 2018, 2020
Dissertation Fellowship, 2017
LANGUAGES KNOWN
English Hindi
Spanish

MEMBERSHIPS / AFFILIATIONS
National Association of Indian Arts and Culture
Modern Languages Association, Delhi University

References: Ms. Aditi Sharma Professor Gargi College.(878654893)

RESUME

Robin Mehta
Mobile: +91-988976354
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PROFILE SUMMARY
Ambitious and self-esteemed engineering fresher who is capable of applying technical skills for the improvement of the company. Improved my web development skills with the help of graduation in Computer

EDUCATION DETAILS
- B.Tech from JaypeeEngineering COLLEGE in 2019 (CGPA 8.23/10)
- 10+2 from DPS Noida in 2015 with 72%
- 10th from DPS Noida in 2013 with 79%

TECHNICAL SKILLS
- Database: Php Mysql, SQL Server, Oracle
- Applications: Front page, MS Office, Dreamweaver
- Servers: Apache, Tomcat
- Languages: Php, SQL, C, C++

INTERNSHIP
Web Development Trainee
- Company: EFG Tech, City
- Project Title: Hospital Management System
- Duration: 6 Months

MAJOR PROJECTS
- Hospital Management System
- Tech Blog

CERTIFICATION COURSES

- Web Development Using PHP
- Java Programming & Data Structures
- Software Quality Testing

STRENGTHS
- Punctuality
- Adaptability
- Working under pressure

PERSONAL DETAILS
Date of Birth: 19/09/1995
LANGUAGES KNOWN
- English
- Hindi

Important words from the text :
- Comprehensive: covering details completely or broadly :
- Employment: doing/ working in a company
- Favourably: positively/ approvingly

Evaluate yourself:
1. What is the real purpose of a resume? Why do you need a good resume?
2. What is the difference between a resume and a curriculum vitae?
3. Imagine you are applying for a job in a MNC in Gurgaon, prepare a resume for the job. List all the requisite information in the resume.
4. Imagine you are applying for a teaching job in a private university. Prepare a curriculum Vitae and enclose it with a job application letter.