Difference between Resume, CV, and Bio data

It is said that "almost everyone will make a good first impression, but only a few will make a good lasting impression." In order to make your first impression lasts longer, the credentials, namely resume, CV, and Biodata, must always be revised so as not to create a misunderstanding about your particulars. Resume vs. CV vs. Biodata, when you're about to move into the work, all three of these fall into action; maybe it's the first work or the latest one. These documents hold their place and value in making your career bloom. This is what explains to the interviewer about the things you have done in your life and what you look forward to. Marking the essentials, these are the initiators who determine the height of your career and manage to imbibe the self-introduction and skills you possess on just one piece of paper. Resume formats and Biodata formats only vary by a miniscule margin. Let's dig deep in each of these fields and look closer to what these three choices offer us:

RESUME:

A resume is a short, precise, and compact document which serves the purpose to provide the recruiter with an overview of the applicant's work. It is mainly targeted to a specific job. To put this in a simple way, a resume is a one or two page summary of your work experience, essential skills, and qualifications. It includes a section defining the skills you possess and might be of some use to impress your recruiter. It can either be in a sequential, well-designed, amalgamation, or business card format.

A resume includes the specifics of your qualifications, experience, work assignments, certifications, and skills, both general and personal. Resumes may be in the form of a chronological, interactive, combination, or business card. A one-page resume works well when you apply for the majority of positions in the corporate, public, and non-profit sectors. For some fields and even for jobs that require more extensive experience, a two-page resume is appropriate. The resume is the employer's first impression of you and is used to test applicants for interviews. It is more like a bullet list, which includes everything short, concise, and to the point.

The most common resume formats are: chronological, functional, and combination resumes.

- **Chronological resumes**: A chronological resume is where you list your work experience in reverse chronological order, beginning with the latest job and moving backward.
- **Functional resumes**: A functional resume or better known as a skill-based resume-puts, the most emphasis on your knowledge and abilities.
- **Combination resumes**: A combination Resume is one that uses both chronological and functional format elements; that is, it is a hybrid. Typically this involves having a list of skills or core competencies followed by a thorough overview of the profession.

Alternatively, a reverse-chronological list of roles plus an extended list of the skills involved can be given. The right way to use depends on what you want to worry the most about your resume.

Things you might want to include in your resume:

1. Contact information
2. Your objectives
3. Education
4. Skills
5. Work experience

CV:

On the other hand, CV, full-formed as curriculum vitae, is like an in-depth document describing your career's whole course. Your qualifications, the job experience you achieved, and other job descriptions, details of the technical skills you possess, hobbies, achievements, and even your strengths and weaknesses. CV is Latin for "course of life" and, as mentioned, gives a complete and detailed account of your professional background. It should be of at least two to three pages and can exceed depending on your work experience and your accomplishments. College freshers or recent graduates benefit from the CV by placing your experiences in chronological order.

In your curriculum vitae, you get to clarify in detail the purpose of your career, which, on the other hand, is to resume more suited to the needs of a job you are applying for. The goal of your career may not be exactly the same as the work you are currently doing, but you should demonstrate to your prospective employer how the job you are currently doing can help you achieve your goal. Then come to your skills and your abilities. You need to find any skills and abilities you've gained throughout your life but bear in mind that they should be important to the business world. When you discuss your achievement in detail, you may do the same. A CV helps the reader to get specific information about you.

Choosing the right format of CV is vital for the chances of you receiving the job. There are two main formats: the traditional CV and the skill-based CV.

- Traditional CV: This CV format can best suit you if you have experience and skills which are near related to your job application and want to highlight career progression.
- Skill-based CV: you should use this CV format if you are changing careers and want to show employers how transferable skills learned in other jobs would be essential to the role.

It is advised to combine both the formats and come out with a hybrid for the most exposure.

Some sets you may want to include in a CV:

1. Contact information
2. Research objectives
3. Education
4. Hobbies and interests
5. Awards and achievements
6. Skills
7. Grants and fellowships
8. Conferences
9. Non-collegiate activities
10. Research experience/ Lab experience
11. Memberships
12. References
13. Well-read languages
14. Other field experiences

BIODATA:

Biodata not only throws light on a factual theory but also about your work and life experiences. It contains all your life events as in your from your personal details like name, age, gender, date of birth, caste, citizenship, marital status to your opinions, values, beliefs, and attitudes mirroring a historical viewpoint. It is considered in terms of government institutions and matrimonial value for a usual approach and thus, making it sometimes fall under less professional tone. Your Biodata has come out to be a true and accurate way of predicting future success based on the past performance of an applicant. In layman's terms, it can be said the outmoded version of the CV resume. It might not come handy to you for job applications as it is advised not to carry such deep and personal information to your recruiter as it can be misused. There turn out to be too significant types of bio-data documents that are considered worldwide, personal and professional.

Personal Biodata It appears a Biodata document is used in marriage proposals as a screening method. It helps the family consider the marriage proposal to explore the context and family history of the prospective partner and assess whether or not the request is a sound one. A matrimonial biodata contains detailed individual details, which is intended to help the recipient decide whether or not the person will be a suitable marriage partner. The Biodata of marriage should highlight the personal characteristics which a potential marriage partner may find attractive. Personal Biodata can include:

General Information: Name, names of parents, date of birth, details of the family, caste, history in education, and career.

Appearance: height, weight, build, the colour of the hair and eyes, shape of the face, and taint. Attach the best picture of you in this line, too.

Contact Records: postal address, e-mail address, landline, and cell phone numbers, and information on social media.

Lifestyle: Hobbies, interests, principles, views, thoughts, favourite foods, likes/dislikes, smokers/non-smokers, religious / non-religious people, etc.

Life / Ambition Goals: Your aspirations and the things that you want to do in life.

Partner Expectation: characteristics that you hope to find in a partner, such as age, sort of family, history of education, features, facial appearance, and many others.

- **Professional Biodata**

Every so often, a recruiting firm will recommend someone's one-page Biodata as a means of checking credentials, and this particularly holds account of professional writing positions. A company would ask the potential technical writer to submit a one-page bio-data as their write sample to see what your ability level is in terminology and presenting the information. Bio-data is focused so that professional skills, ability sets, and accomplishments are highlighted, and personal data are held to a minimum, bio-data that play the role of a summary in some instances. By the large part, if you are looking for a job with either a Western hemisphere-based

organization, Biodata is more prudent to have a fair, solid resume at your disposal. Some firms have self-explanatory instructions on how to organise the biodata format. In some cases, they will also provide you with their own pre-printed form to fill in during the application process. If a set format guideline is not available, you can use any according to your freewill, general-purpose biodata templates. If you are developing Biodata for job applications, you may want to include the following sections:

Purpose: Let the recipient know your career/life's overall objective and why you should be considered for the job.

Personal Details: Includes general information including your name, postal address, date of birth, gender, names of parents, religion, etc.

Hobbies, interests, talents, abilities, qualities, and everything else that will help the recipient understand who you are and what you want to do in life.

Experience: List your career background in chronological order, as well as the qualifications acquired, the distinctions won, and other professional achievements.

Educational background: List your academic profile and accomplishments in chronological order, in particular those critical to what you apply for.

Points to mention in a biodata:

1. Name, address, Country / State
2. Sex, marital status, DOB
3. Religion, height, caste requirement
4. Educational history
5. Homeland history
6. Job past & status
7. Earnings
8. Competency lists
9. Goods & Hobbies
10. Wishes for partners
11. Vision & Expectations

So as it turns out to be, the main difference among the three documents is the amount of information you are providing about yourself to the person on the recruiting chair.
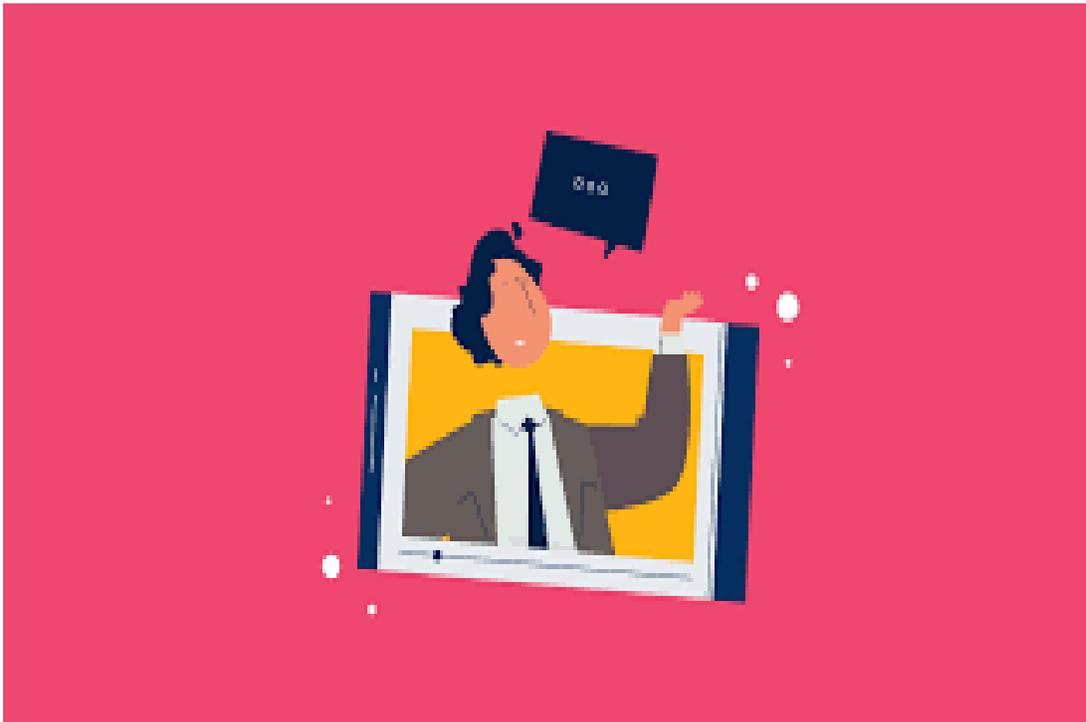
COMPARISION CHART

Let's dive in some more differences to make it understandable as to where to use the particular documents

TERMS OF COMPARISION

RESUME

CV

BIODATA

A brief, precise document comprising the information regarding your education, work experiences, competencies. The aim of a resume is to provide a short outlook of the candidate's work history to the employment services. A decent resume should be oriented towards a particular job and should not exceed one to two pages in length.

A curriculum vitae includes a detailed description of your overall achievement in lifelike, qualification, skills, achievements, etc.

In addition to the educational and professional experience, a biodata focuses on personal information. It usually includes comprehensive personal details such as birth date, gender, religion, ethnicity, nationality, marital status, residence, names of parents, names of children and siblings, spoken languages, etc.

Length

- Does not exceed more than five pages.
- It has to be of at least 3-4 pages and can be more according to your needs.
- It is a paragraph summary elaborating who you are and can be of any length.

Type

- To the point
- All inclusive
- To the point

References

- No need to include
- Should be included
- It may or may not be included.

Educational qualification

- Mention it after writing about your experience at work.
- Mention educational qualification in the starting, after mentioning your aim.
- If writing in paragraphs, mention in between personal information.

Focuses on

- Your contribution to the organisation you were working with previously.
- Your expertise in a specific field and how you might make a difference with it.
- You are putting out all your personal details.

There use

- When applying for an internship, job, etc.
- When applying for any fellowship, academic position, etc.
- Applying for government institution related jobs.

Things to keep in mind when applying for the job

The document format that you provide to an organization works for an employer as a description of both your personal and professional profiles. It's like a window into your life and gives the reader insight into who they are. From those documents that the receiver will search for answers such as:

- Is the applicant suited for the role well?
- Will this candidate have the personal and psychological qualities to fit well with other members of the team?
- Does this candidate have the unique qualities needed to succeed?
- Have they the ability to develop and strengthen their skill set?

Given the above points, it is evident that these documents play a vital role in your life. These documents can set your career to new heights. With the help of the chart, we have come to know, Biodata vs. resume format is very different. What is all included in CV vs. resume vs. Biodata is differentiated from each other by the reason for which they are used? The comparison chart made it clear what the difference between Biodata and resume is or what the difference between resume and curriculum vitae is and thus, erasing the mystery. Therefore, if you are applying for a position, make a note of the requirements that you fit into and accompany the respective document, CV, resume or Biodata and take a leap in your career path.