Difference between a CV, Resume and Bio-data

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You are a fresh graduate who has just stepped out of a college. Next big thing for you is to enter the professional world. You are nervous, happy, and sad, at the same time you realize that you will become self-supporting once you start earning. Before you take the plunge, ask yourself, are you ready for this important phase? What all preparations have you done and what all needs to be done.

Before you appear for an interview, you must prepare a curriculum vitae that highlights your educational and academic details. The use of words like bio-data, resume and CV is done interchangeably to emphasize education, experience and skills that a candidate submits while applying for a job. Although, the meaning of all the three is the same, did you know each of these words accommodate a unique definition? One must be conscious of using these words to avoid negative impression on the interviewer. Done correctly, it can give you the opportunity to jumpstart your career.

What's the difference?

It is necessary for a fresher to know the difference between these three words.

1. Curriculum vitae

CV is a Latin word which means "course of life". Therefore, curriculum vitae is a regular course of study that relates to your education and life. It is more detailed than a resume containing 2 - 3 page, but the pages may increase as per your requirement. Hence, a CV lists out your skills, degrees, jobs and professional links that you have gained consecutively. It specifies a general talent rather than any specific positions. CV is an ideal option for professionals or people looking for a career change, and those applying for academic positions.

2. Resume

A resume is a French word which means "summary". It signifies a summary of one's education, employment and other skills, which are used in applying for a new position. A resume rarely exceeds one side of an A4 sheet. It does not highlight all the educational and qualification details rather focuses more on the job profile. A resume is broken in bullets and written in third person to appear objective and formal. Use proper English with good vocabulary while writing your resume. It is an ideal option when applying for middle and senior level positions.

3. Bio-data

Bio-data is a short form of "biographical data". It is an old fashioned terminology for resume and CV. It mainly involves personal details like date of birth, gender, nationality, religion, sex, residence address, marital status, etc. In India, bio-data is generally used when applying for government jobs, research grants

and for marriage proposals.

Your CV is the first communication that makes or breaks your personal image in an interview. No matter whether you plan to make a CV, resume or bio-data, make sure that it is written in good English, such that it impresses your HR. Join Spoken English course and learn English faster.

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