

Difference Between Resume CV & bio-data updated on Jan 2025

What to call it – Resume, Curriculum Vitae or Bio-data Difference Between Resume, CV & Bio data

As you are just out of your study life, you are freshers who only look forward to seek a job. Understanding how to get to a job is a knack. Even before you get to a job, you need to work towards creating opportunities to get an interview call.

There are 3 things what we talk about when we are hunting for a job.....i.e. Resume, CV & Bio data. Do you know the difference between the 3??? Here it goes.....

RESUME

Resume is a word originated from the French word. Education, skills & employment summarized together is called a Resume. A resume is an outline of what you are and does not list down all details of a profile, but showcases specific skills customized to the target job. For a fresher a resume generally starts with the career objective, followed by education qualification, project details, major skills, internships, workshop's, strengths, interests, personal details etc. It is always a good idea to get your resume prepared by experts. It is easy for them to identify the best in you and are expertized to construct a resume which highlights the best in you. Usually details about a person are broken into bullets & written in the third person to appear objective and formal. Focus is always to have the best in you showcased and easily readable. Interviewer don't spend more than 30 seconds to select or reject a resume.

CURRICULUM VITAE (C.V.)

Curriculum Vitae are words originated from a Latin word. CV contains details which are more relating to education and life. It is a more in-depth details than a resume. It may be 2 – 3 pages or even longer depending on one's requirement. It covers all details in a chronological order. It covers general talent rather than specific skills for any specific positions.

BIO-DATA

Bio data is nothing but an old-fashioned terminology for Resume or CV. Bio Data is the short form for Biographical Data and is an archaic terminology for Resume or C.V. In a bio data, the focus is on personal particulars like date of birth, gender, religion, race, nationality, residence, marital status etc. other than education and experience. At times Bio-data also includes applications made in specified formats as required by the company. The term bio-data is mostly used in India and are usually used while applying for government jobs.