Please note that Resume is the one which attracts the employer. It should be clear neat and professional.

Comparison chart

	Curriculum Vitae	Résumé
Length	Two pages or a little more	One page, sometimes two pages
Contents	Name, contact information, education, work experience and relevant work-related skills. Includes a summary of academic background as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details	Name, contact information, education, work experience and relevant work-related skills. Focus is on work experience, listed in reverse chronological order.
Commonly written as	CV	Resume
Purpose	In Europe, the Middle East, Africa and Asia, employers expect a CV. In the U.S., a CV is used primarily when applying for academic, education, scientific or research positions.	Job applications.
other purpose	personal use	Official use

There are some rules to follow:

Everyone knows that its already resume/cv. Then why need to write in the top that it's a resume or CV

Instead of that you have to write your name. And you know what the resume should be written as **Résumé.**

And the top details what you are adding like name address etc should be present at the left side. It should not be in the middle. It's a text book format. So do not put that in the middle.

And use the font, font size, line space, word space and bullets which should be same all over the resume

all headings should have same font size. the allignment should be same all over document

Your resume should not exceed 3 pages.

Try to put the main points in two pages only

The HR doesn't need all your biodata in the resume.

Recently the HRs are asking – tell me whats not there in the resume ?

if you write everyhting in that you will not have anything to say :P

they doesn't even have time to read all your details.

HR will ask everything what he needs. Then why to put all the extra matter in your resume

Put the main points in it

Don’t give long description

Freshers are adding their project details. You don’t need to give the full description in that.

some are making it a page long or half page long.

That will be asked by the hr. if he asks then tell about that.

Give the name of that project and main details of that. That’s enough.Should be short.

Don’t think that your resume will be selected if you have more matter in your resume.

Only skills and qualification will be checked.

And regarding the marks or percentages you should not put those if you are having decreasing order.

Put the percentages, if u have increasing order or slightly near.

whenever you are sending a resume, along with the resume you have to send the covering letter too.

covering letter is the one in which you will describe about you, your qualification, experience etc.

please keep in mind that you have to send both whenever you are applying for a job.

and also mention whether you are experienced or fresher in the subject line along with your qulaification.

describe about yourself in the mail too as written in the covering letter.

do not go for extra decoration of your CV.

there are many formats

you can select anyone

specific formats will be there for specific jobs

you can customize, select any format however you want.

whateva you do, the rules will be same.

you should follow that.

sorry for writing this much long post

Please correct me if im wrong anywhere

Because im not that experienced and im not a resume maker.

Im just putting all the points that I have learned through my experience.

XXXXXXX

Mobile : +91 **XXXXXX**
E-Mail : **XXXXXXX@gmail.com**

CAREER OBJECTIVE

To be associated with a progressive organization that provides an opportunity for a challenging and rewarding career by applying my knowledge, skills and potential in this profession. I would also like to make positive contribution towards your organization with promoting team spirit and own professional growth.

EDUCATION

- **Advanced PG diploma in Clinical Research**
- **B.Pharmacy** (2007-2011) with a cumulative of XXX% from XXXXXXX
- **Intermediate**
- **S.S.C.**

Project:

Project Title:

Duration:

Description: main concept

AREAS OF INTEREST

- Clinical Operations
- Clinical Data Management
- *Pharmacovigilance*

TECHNICAL SKILLS

- Clinical Data Management (**CDM**)
- **SAS:** SAS (BASE, ACCESS, MACROS, ODS)
- **Software package:** MS Office(Word, Excel, PowerPoint)
- **Operating system:** Windows, UNIX/LINUX

ACHIEVEMENTS

- Presented a project on XXXX
-

EXTRACURRICULAR ACTIVITIES

- Won numerous prizes at school and college level in Essay writing, Dance and Games - volley ball, kho-kho, cricket, running, badminton, carom and chess.
- One of the organizing members in college level symposium.

STRENGTHS

- Good communication skills
- Passion to work
- Quick in adapting to any situation
- Capable of interacting confidently and efficiently with people at all levels

PERSONAL PROFILE

Full name :

Father's Name :

Address :

Date of Birth :

Sex :

Marital Status :

Nationality :

Languages Known :

Willingness to relocate : yes

I hereby declare that the information given here is correct to my knowledge and I will be held responsible for any discrepancy.

Date:

Place: [**XXXXXXX**]

XXXXXXXXXX

Mobile : +91 **XXXXXXXX**
E-Mail : XXXXXXXXXX@gmail.com

CAREER OBJECTIVE

To be associated with a progressive organization that provides an opportunity for a challenging and rewarding career by applying my knowledge, skills and potential in this profession. I would also like to make positive contribution towards your organization with promoting team spirit and own professional growth.

PROFESSIONAL EXPERIENCE

Organization: XXXXXXXXX.
Duration: Sep 2011 to till date
Key Positions: Clinical Research Coordinator

PROJECTS WORKING ON

Indication of Trial	Phase of Trial/Device	Role	Year
Hepatitis C	Phase III	Study-Coordinator	2013

JOB PROFILE

- Assisting Investigators and Performing in conducting Clinical trial by following related SOPs and Regulatory guidelines.
- Oversee overall clinical operations and maintaining the related documents accurately by collecting the data and submitting to the sponsor.
- Analyzing and reporting the Trial related information/data to sponsor and communicating between PI, CRA and Sponsor.
- Verifying that source data/documents and other trial records are accurate, complete, and maintained.
- Coordination and planning of budgets, people and time management.

AREAS OF INTEREST

- Clinical Operations
- Clinical Data Management
- Pharmacovigilance

TECHNICAL SKILLS

- Hands on experience in Medidata Rave, Clinical Discovery Platform (**CDP**) and **SAS(**Statistical Analysis System**)**: SAS (BASE, ACCESS, MACROS, ODS)
- **Software package:** MS Office(Word, Excel, PowerPoint)
- Well versed with internet browsing, other office tools and software
- **Operating system:** Windows, UNIX/LINUX

EDUCATION

- **Advanced PG program in Clinical Research** from XXXXXXX
- **B.Pharmacy** (2007-2011) from XXXXXXX

STRENGTHS

- Good communication skills
- Passion to work
- Quick in adapting to any situation
- Capable of interacting confidently and efficiently with people at all levels

PERSONAL PROFILE

Full name :

Father's Name :

Address :

Date of Birth :

Sex :

Marital Status :

Nationality :

Languages Known :

Willingness to relocate:

REFERENCE

Available on request

DECLERATION

I hereby declare that the information given here is correct to my knowledge and I will be held responsible for any discrepancy.

Date:

Place: [XXXXXXX]