



Sunbeam English School

Bhagwanpur, Varanasi

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Message for Dear Readers

Dear Readers

It is indeed a great pleasure to present to you the Third edition of our Career Newsletter- SAARTHI.

This edition is majorly dedicated to an interesting article by our COO, Mr. Sandeep Mukherjee who has given an insightful understanding of a very interesting topic which is also a source of confusion to many which is a difference between CV, Biodata, resume and Portfolio. The most interesting part of this article is the activity given at the end. Try creating your own CV using the web address given..

This edition also has a compiled list of various scholarships and Admission notifications announced in the month of February.

This edition also proudly presents the ALUMNI SUCCESS STORIES from Sunbeam School Bhagwanpur and contribution from our beloved Alumnus Ms. Akshaya Ramesh.

Happy Reading!

A Resume or a CV? A Bio Data or a Portfolio?

A STUDY BETWEEN THE CONFLICTING AND INTRIGUING OPTIONS TO PRESENT YOUR CANDIDATURE FOR EMPLOYMENT/ACADEMIA



Mr. Sandeep Mukherjee
COO., Sunbeam Group

Recently our Counsellor Ms. Neha Tripathi interviewed Mr. Sandeep Mukherjee, COO, Sunbeam Group to understand the usage and applicability of the document in question. We are presenting the interview in this month's Saarthi for all our students.

Neha: Sir, what according to you is a CV and how is it different from a Resume?

Sandeep M: Well, Ma'am, to be succinct and to-the-point, while a CV is a detail about someone, a Resume is a summary about someone. The word CV or Curriculum Vitae comes from Latin which means 'course of life'. The word Resume comes from French meaning 'sum up'. So, you can see the difference between the two just by getting deeper into their etymology.

Neha: So, Sir, what should one going for a job ideally use? A CV or a Resume?

Sandeep M: Well, there is an interesting story related to your question. By the way, do you know who 'invented' the CV? I mean, who used a CV for the first time in the history of mankind?

Neha: No, I do not, but sure I am eager to know.

Sandeep M: The first ever CV was created by Leonardo Da Vinci to detail his varied skills and experiences about building bridges, sculpting, making boats etc. He submitted his CV to the Duke of Milan way back in 1482 as he applied to become a military engineer. This story gives answer to your question, I believe. One who is applying for a job should make an impressive CV and submit it to his prospective employer.

Neha: I believe there is a catch when you say 'an impressive CV'. There is a plethora of 'sample CVs', 'ideal CVs', 'CV templates', so on and so forth on the internet. On top of that, Chatgpt and AI generated CVs have added up to the free-flowing wisdom. In such a situation, what is your advice for an 'impressive CV'?

Sandeep M: First of all, the maker of a CV should keep the 'objective', say for example, the 'company' or the 'job' in mind while making the CV rather than focusing on the 'self'. This may sound a little mendacious here and hence let me explain with a simple example. Suppose a job vacancy of an English teacher ad says "the candidate must have an experience of minimum 3 years in similar job with proficiency in English language". A man making a CV applying for job has an experience of 5 years and scores of vlogs uploaded by him on his YouTube channel certainly signifies his proficiency in English language. Hence, one should mention one's 'experience' and the YouTube uploads etc in the CV before mentioning one's academic and vocational qualifications. So, a CV has to be 'objective oriented'. The second important point of an impressive CV is using easy-to-understand simple language. No need to make it into a research paper. Remember, nobody is interested in reading long paragraphs. So, be to the point. You would see many CV templates available on the internet that advocate you to 'highlight' or 'underline' or 'capitalize' or 'italicize' or 'change font' etc.

My experience-drawn advice is – do not do all that. Use just one font and one size (**Times New Roman/Aerial/Calibri font size 12 is ideal**). Use a plain white background and black color for letters with adequate page margin. Have gaps of at least one line in between paragraphs. Using bold letters in Headers is acceptable but again, without underlines. Remember- a CV is a formal document, not an advertisement creative.

Neha: Sir, sometimes the authority asking for the person's details do not specify whether to submit a CV or a Resume. How should one decide when to use a CV and when to use a Resume?

Sandeep M: Well, simple, as I said earlier, a Resume is basically a summary of a person's details. Now, what the applicant has to deliberate and decide is whether the 'objective' demands his/her 'course of life' or a 'summary' of the same. In other words, whether his/her 'journey' is being asked or his/her 'current station' is being asked. A Resume is just a summary spanning maximum to two pages (preferably) whereas a CV may have several anecdotal details in quite a number of paras. Let me further clarify it with an example. Ms. Sally is applying for a vacancy of a 'Research Associate' or an 'Assistant Professor of Biochemistry' and her husband Mr. Larry is applying for a tech-job of an 'Information Security Analyst'. Here, what is important to note for the two applicants is 'what is the **objective** behind making their self-introductory documents'. Given a thought, one can understand that one's journey of career growth as a teacher/research scholar is important for the organization hiring one as a Professor/Research Associate. Whereas, a software company offering the position of an Information Security Analyst may not be interested in learning the journey of a software engineer because technology is itself a volatile subject which keeps changing and growing. Hence, it will be more important for the software company to learn which company the applicant is currently associated with and in what capacity. Hence, Ms. Sally makes a CV but Mr. Larry makes a Resume. Hope the concept is clear now.

Neha: Yes Sir. Absolutely clear. Now, if time permits, I would also request you to tell our students about 'Portfolio'. We hear a lot for our young students that they should start making their portfolio from an early age - as nascent as class seven or eight.

Sandeep M: Yes, why not? I shall be glad to elaborate the concept of a Portfolio as well. Let me give you a straight line understanding of the correlated concepts, first. If I have to appoint an Accountant, his Resume will be enough for me. If I am looking for a Manager Finance, his CV will be desired. Whereas, if the hunt is for the Vice President Finance, then I will look for his Portfolio. In fact, a glimpse of his Bio-Data, which I am sure, is going to be your next question, ha-ha, would also be a guiding light for his selection. So, coming back to your question, an employment or career portfolio includes a job-seeker's resume as well as references, transcripts, training certificates, publications, awards, licenses, and work samples (of authors and artists). A portfolio is a package/folder of documents which may be shared in hard or soft copy to provide a more complete picture of the candidate than a resume, CV or Bio-Data can. However, applicants should keep in mind to include the most relevant (to the applied job), latest and best accomplishments only. An applicant may take the portfolio to an interview in addition to his CV or Resume to demonstrate their work to potential employers. This will give them an edge over other applicants who may have the required qualification for the job but nothing to exemplify the quality of their work.

Neha: That's a great clarity altogether, Sir. We also hear the words e-portfolio and multimedia portfolio. What are these and who should go for such comprehensive, as they sound, documents?

Sandeep M: Well, these are some in-things in the job market currently. An e-portfolio or a multimedia portfolio is basically the same kind of document. When one's claim about certain achievements need to be further illustrated and presented in a lively way so as to make it more appealing and authentic, one goes on to prepare a multimedia version of his CV/Resume which then works like one's e-portfolio. Let me try to explain it with an example. Suppose a university has called for direct interview of candidates for filling up one vacancy of a Vocal Music Professor. It is obvious, as I have already elaborated above, the candidates will have to submit not just their CV but also their portfolios so as to make their applications even more promising and impressive. Here, the 'quality' aspect of the various credentials being mentioned in the CV/Portfolio needs extrapolative enhancement for making the employer get an exact grip of the candidate's performance and delivery of the essential qualities that a vocalist must possess. So, in nutshell, a multimedia portfolio is to be used by such applicants who feel that their performance and potential related to the position asked for need to be displayed in a live format. Unless specified otherwise, a multimedia portfolio should be an addendum to the conventional CV or Resume. Given an opportunity for display and illustration by the employer, the e-portfolio (**fundamentally an e-format of the hardcopy CV/Resume**) comes useful.

Neha: Sir, as you explain, it seems that a Portfolio is a document that only job seekers should be making. In that case, why are students in schools, these days, being taught the skills for building an impressive portfolio? How is portfolio making relevant to students, especially the young ones in the middle school.

Sandeep M: Yes, actually I totally missed that aspect of portfolio making and I am sorry for that! Well, as I said, a portfolio is a document that gives anecdotal details of one's growth stations. Basically, it narrates the journey of one's progress as an individual, as a professional or even as a student/scholar. So, when we talk about students making portfolios, we are talking in terms of the various learnings, experiences and achievements that a child goes on adding to his tenure of studentship. It also includes the various skills that the child goes on acquiring in this process. In today's skill-focused educational and job environs it is certainly very pertinent and important as well for every student to learn to build his/her portfolio. Making portfolio is also self-motivating and rewarding for students as they applaud their own journey of growth when they behold their portfolio themselves with lot of pride and appreciation.

Neha: Can you give us an idea about the ideal standard/age of children to start making their Portfolios? And also, what are the important elements of an ideal portfolio?

Sandeep M: When we talk about students making their Portfolios, we must keep in mind that it is a 'showcase portfolio' that a student needs to build. A student's portfolio may contain several pieces of information in a chronological order. It may comprise of a smartly drawn up CV, highlights of achievements, interests and preferences, future plan and plan of action thereto, self-assessment, references of teachers etc.

The basic objective of a student's portfolio is presenting the student's candidature in such a way that the authority going through it can actually visualize the student growing up throughout his/her student life. The person examining it will be interested in examining how the student has enhanced his/her skills alongside his/her formal academics.

So far as your question about when should a student start making his/her portfolio is concerned, I would rather ask you to reframe the question as 'why should a student start making his/her portfolio?'- And thus you get the answer immediately, for your question. So, it depends on the student's objective to make a portfolio. Let me give you a couple of examples for further clarification. Suppose a student very strongly desires and feels that he can make it to some foreign universities after his/her class twelve. He starts getting this feeling and gaining confidence about it when he is in class seven or eight. He should definitely start building his portfolio from his class eight itself. By the time the student is in class twelve, he/she would have weaved a very strong and impressive portfolio archiving all his/her achievements, exposures and experiences. As a practice, almost all major foreign unis consider a student's portfolio as the most trustworthy document and they take into account all the achievements of a student from the age of fifteen years, generally. This was one case of a student who starts dreaming about studying abroad from a very early age. Sometimes a student's profile may also be needed as an essential document to substantiate the student's skill and related qualities. For example, a student opts for Applied Arts as a fifth subject in his/her class eleven. He/she starts learning and picking up the beautiful nuances of the art form and gradually becomes besotted with its charm. Meanwhile he/she attends the school's career counselling session and learns about some design oriented course that pave a career of his/her interest. The student should start making his/her portfolio focusing on learnings, achievements, references and future plans about Applied Art as a launch pad for a fascinating career.

Now, coming to the later part of your question- what are the essential elements of a Portfolio, specially, a student's Portfolio? Look, we must teach our students that they need to make their Portfolio with an objective/goal of their career in mind. They should not be making their Portfolios just because their teachers have asked them to make one. In fact, the start of making a Portfolio may be caused by the school's system or by a teacher's influence but the ensuing part and the conclusion of it should be autonomous and self-inspiring. This objective-oriented process of making Portfolio essentially brings up four important elements of making an impressive and conclusive Portfolio.

These elements are –

Objectivity- The entire Portfolio should move towards an objective. Sometimes the objective is specific whereas sometimes it may also be revolving around the specific objective.

Progressive- A Portfolio should be like a moving panorama of the student's growth and exposure as a learner. It has to begin with smaller details to move on to interest areas, academics, leisure time activities, achievements, awards, projects, team events, cohort events, internships, aspirations, future plan, career plan so on and so forth.

Variety- Vivacity and vividity are two important features that a Portfolio maker has to very carefully maintain in the Portfolio. The reader of the Portfolio certainly gets impressed by going through the all-inclusive and comprehensive account of the student's journey of learnings and accomplishments throughout the entire period of the Profile. This makes the Profile owner stand out from commoners.

Conclusive- A complete and imposing Portfolio should sound conclusive towards the end. Giving a brief summary of learnings and achievements and connecting it with career goal and future plan of action leaves the Profile reader impacted and moved.

Neha: That's indeed very comprehensive, Sir! In fact we can request you to take a session on Portfolio making with our students one of these days.

Sandeep M: Sure! I shall be glad to do that.

Neha: Sir, now the last question I request you to throw some light on is what is a Bio Data and what is its use?

Sandeep M: A Bio Data is a more comprehensive document that includes personal information such as age, gender, marital status, religion, and hobbies, as well as educational and professional background. It is commonly used in countries like India, Pakistan, and Bangladesh. Interestingly, Bio Data may be prepared not only for seeking jobs, but also for getting married or sharing medical information. A marriage Bio Data is used to find a spouse and may contain information about a person's height, weight, skin color as well as information about one's parents and siblings, description of own self, required characteristics of a potential spouse, etc. A medical Bio Data may be solicited by academic institutes or employers to gauge a person's health, and may contain information like blood type, disabilities, allergies, emergency contact information, etc. These information are not included in a job-seeking Bio Data.

Thank you so much for such a comprehensive session on the much debated and talked about topic concerning the nitty gritty of making a CV or a Resume or a Portfolio or even a Bio Data. This was indeed very interesting and knowledgeable. I shall look forward to having many more such sessions, Sir.

The pleasure is all mine, Neha Ma'am! I shall be glad to attend all such interviews with you, in future.

THE END

Here is an interesting activity for you all. Try clicking on the link below and use the navigator to create your own CV. Its really a fun filled activity that talks about creating an impressive CV in just some minutes,

<https://www.resume-now.com/build-resume/select-resume>

SCHOLARSHIPS

France Excellence Charpak Master's Programme-

An opportunity offered by Campus France. India. (a government agency that operates under the French Ministry Of External Affairs and the Ministry of Higher Education and Research).

Eligibility: Open to Indian nationals or van Overseas Citizen of India (OCI) card holder not older than 30 years and is enrolled or has studied in an Indian Institution of higher learning, and has applied for admission to a French Institution.

Rewards: €860 per +month and other benefits.

Deadline: March 20.

Application: Online: b4s.in/edge/CPII

Inlaks Shivdasani Scholarships: A merit-based pportunity offered by the Inlaks Shivdasani Foundation.

Eligibility: Open to Indian passport holders, pursuing Postgraduate studies universities in the. U.K, the U.S and Europe who have a first-class or equivalent degree from recognised Indian universities and have scored 65% in Arts-related subjects and 70% in subjects related to Maths and Science. Applicants must be proficient in English and must have received a valid deferred offer letter for the current academic year.

Rewards: \$1 lakh and other benefits (one-time)

Application: Online

Deadline: March 22 www.b4s.in/edge/INLAKSI

NICE Foundations National Information Technology Exam:

A national exam conducted by the NICE Foundation.

Eligibility: Open to students from Class 15 up to degree or diploma level in a institution.

Rewards: Participation' certificate and prizes

Application: Online

Deadline: March 3! www.b4s.in/edge/NITEI

Courtesy. Buddy4study.com

SCHOLARSHIPS

The Secret of Work National Level Scholarship Test: A competition organised by the Aaryajanani Trust, in association with Ramakrishna Math.

Eligibility: Open to students between 18 to 30 years

Rewards: Up to 50, 000 (one-time)

Application: Online

Deadline: February 15 www.b4s.in/edge/SWRN1

National Institute of

Public Cooperation and

Child Development Internship:

In An opportunity offered by the National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi.

Eligibility: Open to postgraduate or research students pursuing studies at recognised universities and research institutes.

Rewards: Up to 5,000 monthly and other incentives.

Application: Through email or post to: NIPCCD, Coordination Unit, 5 Siri Institutional Area, Hauz Khas New Delhi – 110016, Email ID: pu-nipccd@gov.in

Deadline: March 31 www.b4s.in/edge/NIPC1

Narotam Sekhsaria Scholarship Program:

An initiative of the Narotam Foundation to support meritorious students continue their higher education.

Eligibility: Open to Indian citizens under 30 years (as of January 31, 2024) who have completed or are nearing completion of their graduate degree from an accredited Indian University and have enrolled in postgraduate Degree at top institutions in India or abroad

Starting fall 2024.

Those awaiting acceptance can apply, but scholarship is conditional upon securing admission.

Rewards: Interest-free scholarship loan and mentorship guidance.

Application: Online

Deadline: March 14 www.b4s.in/edge/NSP6

Courtesy: buddy4study.com

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Announcement of Selection List

1st week of July



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<p>Group A</p> <p>Group B</p>	<p>MBBS, BSc Nursing – Vellore campus, BSc Nursing – Chittoor campus and Allied Health Sciences (AHS) Degree courses.</p> <p>Diploma in Nursing, AHS Diploma Courses, AHS PG Diploma, MSc Bioethics, Biostatistics, Medical Physics, Epidemiology, Clinical Nutrition & Nuclear Medicine Technology, MPH (Master of Public Health), MHA (Master of Hospital Administration), MPT (Master of Physiotherapy), MOT (Advanced OT in Neurology, Paediatrics, Mental Health), Fellowships in Antimicrobial Stewardship for Clinical Pharmacists, Hospital Quality Management (HQM) & Hospital Chaplaincy courses.</p>	<p>PUBLIC NOTICE</p> <p>The General Public are CAUTIONED not to be lured by any person offering admission to any of the courses conducted by CMC Vellore. The college will not be responsible for any candidates or parents dealing with such person / persons.</p> <p>Civil and a criminal court proceeding will be taken up against any person who holds out promises and also uses the institutions intellectual properties.</p> <p>PLEASE NOTE: WE DO NOT ADMIT STUDENTS THROUGH AGENTS OR AGENCIES.</p> <p style="text-align: center;">CMC VELLORE ADMINISTRATION</p>
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The last date for online application submission for Group A & B courses with payment is 21st March 2024.

For more details refer Admission Bulletins available at CMC, Vellore website <http://admissions.cmcvellore.ac.in>

Important Information: The admission process contained in the Bulletins shall be subject to any order that may be passed by the Hon'ble Supreme Court / High Court / any other statutory enactments that may be passed by the Central or State Government.

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PUBLIC NOTICE
09.02.2024

NATIONAL COUNCIL FOR HOTEL MANAGEMENT JOINT ENTRANCE EXAMINATION (NCHM JEE) - 2024

The National Testing Agency (NTA) will conduct the National Council for Hotel Management Joint Entrance Examination (NCHM JEE-2024) for admission to the B.Sc. (Hospitality & Hotel Administration) Course at the Institutes of Hotel Management (IHM) affiliated to the National Council for Hotel Management and Catering Technology (NCHM&CT) for the Academic Year 2024-25 in Computer Based Test (CBT) Mode.

Details are as follows:

Date of exam	11th May, 2024 (Saturday)
Timings	09.00 AM to 12.00 PM
Mode of exam	Computer Based Test
Date of submission of Online Applications	09.02.2024 to 31.03.2024 (Upto 05.00 PM)
Last Date of successful fee transaction	31.03.2024 (11:50 P.M.)
Correction in the Particulars of Application Form Online only	02.04.2024 to 05.04.2024

Eligibility, Scheme / duration / timings / medium / syllabus / fee of examination, intake, reservation of seats, exam cities, important dates, admission procedure etc., relating to the exam are contained in the Information Bulletin hosted on <https://exams.nta.ac.in/NCHM/>.



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To know more / apply, visit tinyurl.com/iimaonlinemba or call (+91) 7838480034

GET MORE DETAILS 

TECHNOLOGY PARTNER: 


COCHIN UNIVERSITY OF SCIENCE & TECHNOLOGY
 Kochi - 682 022, KERALA

ADMISSION NOTIFICATION-CAT 2024

No. CUSAT/IRAA.A3/21777/Notfn./CAT 2024 Dated 25/01/2024

CUSAT invites applications from eligible candidates for admission to various academic programmes of B.Tech., Integrated M.Sc. (Five year), B.Com LLB, BBA LLB, BSc(CS) LLB, 3 Year LLB, LL.M, B.Voc, M.Sc., M.A., MCA, MBA, Masters in Bio Ethics, M.F.Sc., M.Voc, M.Tech., Ph.D. PDF, etc. of the University for the academic year 2024-25. For MBA, the score of C-MAT(AICTE) or K-MAT(KERALA) or CAT (IIM) is compulsory. For details see the Prospectus 2024 published in the website: <https://admissions.cusat.ac.in>

Online Registration and fee payment for CAT- (All PG and UG Programmes)	27/01/2024 to 26/02/2024
Online registration to M.Tech programmes	27/01/2024 to 31/05/2024
Online Registration for seats reserved for international candidates	
Issuance and receipt of applications for Ph.D., PDF, Certificate / Diploma Programmes etc., from the Department / Schools / Centres concerned	
Downloading of Admit Cards	01/05/2024 to 12/05/2024



COMPUTER BASED TEST WILL BE CONDUCTED ON 10th, 11th and 12th May 2024
<https://admissions.cusat.ac.in>
 REGISTRAR (Sd/-)

Alumni Akshaya Ramesh



Akshaya Ramesh Your Conversion Copywriter's Post

Year 2015 to 2020:

I juggled my side hustles alongside my full-time jobs (plural, yes).

I said yes to every single project - worked more than I slept.

I learned to write every type of copy - from social media to Ads.

Never niched down. Never raised my prices. Never had any systems in place.

Naturally, I was always stressed out, burned out, and stagnant.

Today, I'm hitting my business, income, client, health, and life goals.

These 5 steps I took helped me achieve my personal and professional goals:

1. In 2020, I quit my full-time job and side hustles to take a break and reevaluate my choices (thanks to my family and friends)
2. Fixed my holistic health during this time (thanks to Anuja Luniya)
3. Explored newer copywriting niches - push notifications, email marketing, and website copy (thanks to my network of copywriters and clients)
4. Found a gap in the market and picked one niche - website copywriting (well, thanks to my research + 8 years of experience)
5. Learned everything from scratch, rebuilt and relaunched my business. And continuously upskilled.

Remember,

Taking a break is okay. As long as you have the action plan, support, and willingness to rediscover yourself in this journey of life.



Sunbeam English School

Bhagwanpur, Varanasi

