

MODERN CURRICULUM VITAE: WORDLESS MEANING DELIVERY BY USING SYMBOLS

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ABSTRACT

This study was aimed to identify the effectiveness of the Wordless Curriculum Vitae and the perceptions of users in a number of hotels located in Badung, Bali upon the Wordless Curriculum Vitae. The method used was qualitative approach and data were obtained through the distribution of online questionnaires, interviews and documentation studies. The results showed that 90% of Modern Curriculum Vitae's Human Resource users were able to attract their interest in processing to the next level (interview session) and conveying the meaning of language through icons (symbols) substitution. The CV could convey meaning effectively without changing the meaning. In conclusion, this Wordless CV by the substitution of the icons (symbols) has successfully delivered same meaning compared to the conventional CV.

Keywords: Modern Curriculum Vitae, Use of Icon/Symbols, Wordless CV

INTRODUCTION

A Curriculum Vitae (CV) is a comprehensive biography of a person's educational and academic background as well as teaching and research experiences, publications, presentations, awards, awards, and affiliations. A CV tends to be longer than a resume (two or more pages) and is a more detailed and complete synopsis of a person's overall background and skills. Usually a CV contains various basic information about a job applicant including personal data such as name, place, date of birth, gender, religion, citizenship, address, telephone and in addition to personal data it also includes educational background, courses, skills or work abilities, work experience and other required information (Woo et al., 2019).

Overall CV is complete information about a person's personal picture to be used to apply for a job or for other purposes such as continuing studies,

training and so on. With the development of technology and the use of social media, CV formats or templates are also undergoing adaptation. The CV format, which was previously very standard, has become more dynamic and gives a more creative impression. This causes labor users (users) to feel more interested in processing job candidates to the next stage, namely the interview process (Teixeira da Silva et al., 2020). The use of a CV with this format is generally more intended for private companies developing with a more modern concept. This CV uses fewer descriptive words or sentences, generally replaced by the use of icons or symbols that are known in advance through social media. Because it uses few words or sentences, this CV is termed the Wordless or Modern Curriculum Vitae (Gallagher & Jackson, 2010).

Even though the name is “*wordless*”, it does not change the meaning of the language. Therefore, the CV concept still looks interesting and creative and does not make the reader bored. Words or sentences that are omitted can be replaced or substituted with the use of icons or symbols that are more contemporary. Some words or sentences that are substituted with icons or symbols are related to addresses, telephone numbers, email addresses, likes, abilities described with stars according to ability levels, etc (Basthomi, 2012).

The more dynamic this CV format, the more applications or websites that create online CVs (CV Maker) will be. Some of them are cvmaker.co.id and zety.com. This CV Maker facilitates the creation of a CV in a more attractive format. Job applicants only need to enter photos, personal biodata and other supporting data. No need to wait a long time to produce a CV with a more attractive and creative format. Some online CV makers commonly used are CakeResume dan Canva. Beside the afore-mentioned CV makers, the data shows there are many online CV makers that is capable of being a reference.

Symbols are signs that are able to provide information and have meaning, so that all information replaced by symbols will still be able to be understood by the reader (users) (Lakew et al., 2019). Nowadays, it is found that the latest job application CVs prioritize the physical appearance and creativity of each applicant without having to reduce the content and meaning of the content. Their personal or portfolio history is submitted only on a piece of paper where some of the submissions are substituted with icons/symbols. There is an assumption that CV submissions like this are still formal in nature, only some of the information submissions are replaced with icons. On the other hand, there are some parties who do not agree with this CV format because it seems informal. According to them, all things must be stated in the form of sentences, not pictures or symbols.

Wibawa et al., (2021) suggests that the use of technology in the digital world is increasingly sophisticated. This has resulted in a lot of software that makes it easier for people to develop performance and creativity. In the

development of this modern era, expertise and skills are increasingly needed to manage certain software. For now, the design profession is also increasingly favored and needed by companies. The development of performance and creativity through design is carried out by providing creative design training.

Creative Curriculum Vitae is made with a simple modern theme, where each page will be neatly and simply arranged so that it looks simple with a modern mix of colors so that those who will see this Creative Curriculum Vitae become interested and not bored. This study aims to identify the effectiveness of the Wordless Curriculum Vitae and user perceptions in a number of hotels located in Badung, Bali on the Wordless Curriculum Vitae.

LITERATUR REVIEW

Variety of Languages

Language variety is the variation of language according to the user who varies according to the topic being told, the storytelling relationship, the interlocutor, and the person being told and according to the medium of the conversation (Xu & Shan, 2021). Language variations or commonly called language variety can be caused by several things. Language variety is often caused by social interaction activities carried out by very diverse communities or groups and the diversity of language functions itself (Kumar et al., 2021). This diversity is due to the influence of age, socio-economic background, gender, and the context in which the speech event occurs. The last point is the most influential cause of diversity.

There are 4 varieties of language in terms of speakers (Xu & Shan, 2021), namely: a) idiolect (variety of individual language 'color' sound, choice of words, language style, sentence structure), b) dialect (language variety of a group of speakers whose number is relative), c) kronolek (variety of languages used by social groups at certain times), and d) sociolects (varieties of language relating to the status, class and social class of the speakers). Besides, there are also a number of varieties of language, such as variety in terms of usage, in terms of formality, and in terms of facilities. In term of its usage, it concerns the language used for what purposes or fields. For example, the fields of literature, journalism, agriculture, tourism, shipping, education, and the like. In terms of its formality, the variety of languages is divided into five kinds of styles (varieties), namely frozen (frozen); official variety (formal); variety of businesses (consultative); casual variety (casual); intimate variety. In terms of facilities, variety of languages is caused by the existence of means of communication that can be in the form of oral and written, for example language using certain means or tools such as telephone and/or SMS.

Language variety is a variety of different languages based on several things such as based on usage, topics discussed, speaker relationships, interlocutors, people being talked about, and according to the speaker's medium (Sitorus, 2018). The variety of language which is considered by the speakers to be a good variety (having high prestige), which is commonly used among educated people, in scientific works (technical essays, legislation), in an official setting, or in official correspondence service (such as letters) is called the standard language variety or the official language variety.

Variety of spoken language is the material produced by speech apparatus with phonemes as the basic elements. In the spoken variety we deal with grammar, vocabulary and pronunciation. In this variety of spoken language, speakers can use high-low voice or pressure, facial expressions, hand gestures or gestures to express ideas. The characteristics of the variety of spoken language, including a) require the presence of another person; b) grammatical elements are not stated in full; c) bound by space and time; and d) affected by the pitch of the voice.

Variety of written language is a language that is produced by utilizing writing (Sitorus, 2018). With letters as the basic element. Writing style is related to writing procedures and vocabulary. In other words, the variety of written language requires the completeness of word elements such as word form or sentence structure, accuracy of word choice, correct use of spelling, and use of punctuation in expressing ideas. The characteristics of various written languages include a) does not require the presence of others; b) grammatical elements are stated in full; c) not bound by space and time; and d) influenced by punctuation or spelling.

Functional language variety is a variety of languages associated with professions, institutions, work environments or other certain activities. Functional variety is also associated with the official state of use. The variety of language according to the language user can be seen in terms of the subject of the story, the medium or means, and the nature of language interpretation. Judging from the subject of the speakers, there is a variety of our languages, all of which are often used daily, and various languages by all of us which are used specifically in the fields of journalism, science, literature, and religion.

Judging from the medium of use, there are various spoken languages that are often used in conversation or speech, there are various written languages used in letters, newspapers, magazines and books (Sudaryat, 2015). The variety of languages according to the means there is a variety of spoken language and a variety of written language.

Curriculum Vitae

The definition of Curriculum Vitae is taken from the definition of each word where the curriculum itself means all courses that are collectively prepared and planned regularly by schools or higher education. Vitae which means everything that is vital (important) and relates to a person's life history that is ongoing. In short, CV is a list of a person's curriculum vitae. CV (Curriculum Vitae) is a document that provides an overview of a person's experience and other qualifications (Tantra, 2019). In some countries, a CV is usually the main thing someone comes across when looking for a job, and will generally be followed by an interview. Processing CV is the first step of the procedures the employee recruitment takes (Irawan et al., 2019).

Curriculum Vitae is closely related to brief information about a person related to his life history (Sari, 2017). The purpose of this CV is to provide information on a person's life journey from the past to the present. In addition, because CVs are generally always associated with job seekers, CVs also aim to fulfill one of the requirements to get a job because without a CV, a person may not necessarily be able to get a job because they do not meet the requirements, therefore this CV really needs to be considered in writing because information is important and related to a person's life history (Teixeira da Silva et al., 2020).

Many job seekers, both fresh graduates and experienced career changers, do not understand and are familiar with the curriculum vitae, so that they do not get the maximum benefit. Something that is effective is oriented towards goals and benefits. According to Jackson & Geckeis (2019) there are two types of effective CV structures, namely CV based on terms and CV by purpose. CV based on terms has a structure that has been determined by the company or agency that provides job vacancies. Generally, this type of CV is used to apply for civil servants (civil servants), military, BUMN (State Owned Enterprises), or conservative companies that already have and determine the standard form of curriculum vitae provided in the form of a ready-to-fill form. However, CV by purpose depends on the purpose, the target company and the targeted field of work. Everything that is not related to the purpose does not need to be written in this CV. Therefore, to make a CV must have a clear goal.

The curriculum vitae (CV) used for employment purposes in the UK (and in other European countries) is more akin to the resume; a shorter, summary version of one's education and experience than to the longer and more detailed CV that is expected in US academic circles. Although CVs are in different formats, the majority of them have some shared information sections (Elezi, 2020).

Each Curriculum Vitae has a different structure and template, this comes back based on its purpose and type. However, above all these differences, generally the Curriculum Vitae has the following structure and content; 1) personal data; 2) education; 3) work experience; 4) ability (skill); and 5) past training. Personal data contains name, address, email, mobile number and other

personal identification. Mobile numbers and email addresses are some of the things that must be included because this is a way for companies or recruiters to contact someone back if they meet the criteria set.

Education describes the educational background and its relationship to the intended job. There are people who make CV explaining from kindergarten, elementary, junior high school to college. This is not wrong but in many ways not very relevant. What may be important is education from high school and above, including if there is special non-formal education followed. Lower education can be included only if it has special relevance or there is certain information to be conveyed. Work Experience is the part that job recruiters pay the most attention to. Work experience gives an idea of whether a candidate already has sufficient flight hours or is it still limited. It can also determine whether the candidate can quickly adjust to the new organization or if he needs a long adjustment.

According to Purnomo et al., (2018) ability (skill) needs to be explained in the CV as a learning process and experience from previous work. Often people write these skills briefly, such as: able to communicate well, can work in a team, quickly learn new things. Such an explanation does not add value because all candidates also do the same. It is necessary to specify the abilities that a person has in order to be able to convince job recruiters about one's abilities when working at the company in the future. Furthermore, a list of previous trainings that have been followed can be included in the CV to give an idea of how far a person has developed and what insights he already has. Don't include all training because of the amount.

RESEARCH METHOD

This research is a qualitative research conducted by observing or observing indirectly. Data were collected by distributing questionnaires to HR staff in hotels in Badung regency, Bali. The technique for collecting data in this study used purposive sampling, where the informants in this study were selected based on criteria such as a) having a profession in the field of Human Resources and b) working in hotels in Badung Regency, Bali.

There are several techniques in data collection: a) questionnaire (were distributed online to 15 HRD staff; b) interview; and c) documentation (collection of CVs that have been received and processed by HRD. For the data analysis, the following techniques are used as a reference in analyzing the data, which consists of a) data reduction (done by eliminating invalid data); b) presentation of data (presentation of data can be displayed in tables, graphs, diagrams, or paragraphs); and c) drawing conclusions (making conclusions in accordance with the results of the discussion to answer the formulation of the problem).

FINDING

Based on the formulation of the problem, there are 2 things that are the main discussion in this study, namely a) how effective is the use of the Modern Curriculum Vitae and b) the perception of users on the Modern Curriculum Vitae in terms of conveying the meaning of language.

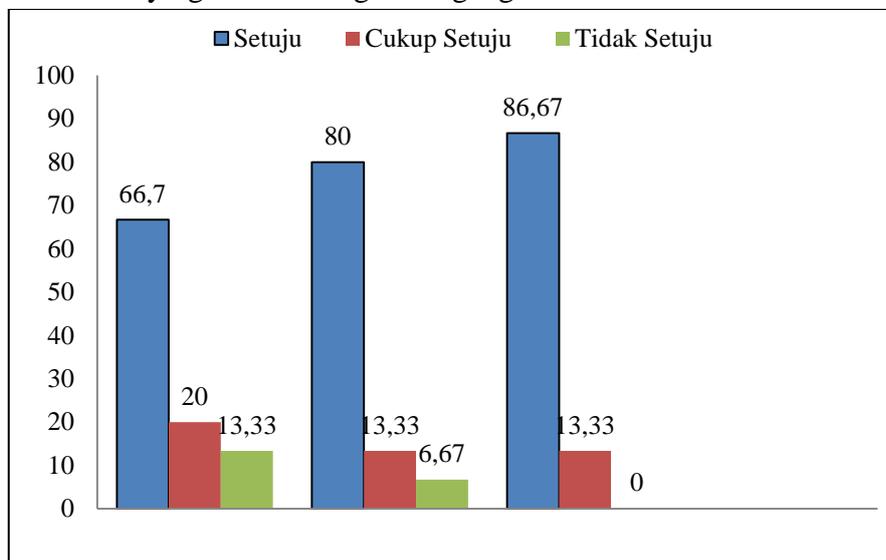


Figure 1. Result of Questionnaire

DISCUSSION

Graph 1 shows the responses to the 3 main statements in the questionnaire in terms of format and language meaning. In terms of CV format and concept, 10 respondents (66.7%) answered that a CV with this format is attractive and looks more attractive. This makes respondents not bored and interested in contacting job applicants for immediate processing to the next stage. Meanwhile, 3 respondents (20%) answered quite agree and 2 respondents (13.3%) stated that this wordless CV was not very interesting. This is because the CV looks more informal or casual if it is displayed in this form and does not meet the CV requirements when viewed from a formality perspective.

According to Forsberg (2016) today there is a huge body of literature and numerous websites, as well as career counseling agencies and courses that provide information on how a relevant and effective CV should be written and the rules on how CVs should be put together and what they should contain have become more explicit, leading to standardization. and high level of formalization. Thus, along with the advancement of technology and internet media, it is no longer difficult to get a good and interesting CV making tutorial.

Based on observations in terms of language meaning, 12 respondents (80%) stated that the use of icons/symbols on the CV was easy to understand.

Other responses stated quite agree by 2 respondents (13.3%), and disagreed by 1 respondent (6.67%). 80% of respondents are generally very productive people and are accustomed to using social media so that icons or symbols that generally appear on CVs are understood very easily. Meanwhile, respondents who answered moderately and did not agree, generally rarely use social media in their daily lives. From other statements in terms of language meaning, none of the respondents answered disagree that the use of icons/symbols in this type of CV has a different meaning from what is conveyed through written words or sentences. This is evidenced by 13 respondents (86.7%) who strongly agree and 2 respondents (13.3%) who state that they quite agree with the use of icons/symbols in this type of CV which has the same meaning as the form of words or sentences. This indicates that the icon or symbol used does not reduce the meaning or meaning of the language to be conveyed to the reader (in this case the user).

Briefly, from the statements above, this wordless CV functions effectively in terms of concepts and also conveys the meaning of language that is easy to understand even though it is done by substitution of icons/symbols. The same thing was also expressed by almost all respondents that the use of this icon does not change the meaning or information to be conveyed to the reader. A CV with this format seems more attractive and attractive, but note that sometimes there are elements that have the potential to interfere with the reader's eyesight, for example the use of colors that are too flashy and fonts that are too small. Snowman & Kucharska (2020) state that CV assessments are based on a limited amount of information, and mental shortcuts are used to form rapid assessments. CV assessment plays a role in taking into account personality factors. An organization/agency can use the information in the CV to design their recruitment procedures.

CONCLUSION

The concept of the Modern Curriculum Vitae minimizes the use of words and sentences by replacing them with the use of icons/symbols that convey the same language meaning and information. In terms of format and language meaning, the use of a wordless CV is effective and looks more creative so that the CV looks attractive. Likewise with the perception of the reader (user) which states that the icon/symbol used does not eliminate the meaning of the language or information to be conveyed and is easy to understand. However, there are several other elements that need to be considered in it, such as choosing colors and writing fonts.

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