

CV VS. RESUME

Understanding the difference.



WHAT IS A CURRICULUM VITAE

A curriculum vitae (CV) is the standard way of presenting your application for academic or research-based employment. Your choice to utilize a CV or resume in your job search will depend on the type of position you are seeking. For academic or research positions, a CV is the appropriate choice. For most other jobs, a resume is best. There are unique differences between a CV and a resume. If you are looking for jobs both within and outside of academia, you should construct both a resume and a CV and target the documents to each specific job opening. You should also include a formal cover letter with your application specifically outlining your qualifications for the position as described in the job posting.

	CV	RESUME
AUDIENCE	Academia/Research	Employers
INCLUDES	Full academic history including: teaching, research, work experience, publications, grants, awards, and service	Education, skills, and experience in the field you are seeking
LENGTH	No length restriction	If you have enough to fill there can be a second page, but one is optimal
FOCUS	Focus is on academic achievements, experience, research, and teaching potential	Focus is on knowledge, skills, abilities, and certifications that demonstrate qualifications for target job
ESSENTIAL INFORMATION	Contact information, education, publications, presentations, teaching experiences, honors, research interests, grants, and service	Contact information, education, skills and experience
REFERENCES	Include	Have available as a separate document