

# Introduction to CVs

## Differences Between a Resume and a Curriculum Vitae (CV)

Many people ask about the difference between a resume and a curriculum vitae (CV). Basically, there are two differences – purpose/use and length. A resume is used when you are applying for a job or internship at a company or organization, while a CV is primarily used when applying for jobs within academia or research, such as a doctoral program application, faculty position, fellowship, or research position. In terms of length, a resume is short (1-2 pages) while a CV can be any length (it is your life story, after all!). When you are starting your career, it tends to be 3-5 pages and then becomes longer as your career progresses.

### Formatting the CV

- **Visual Appeal:** be consistent in your font size and use of symbols. For example, it is not visually appealing to use a variety of symbols. Bullets are most often used. The same applies to the font size. Use the same font size for each text type throughout the body of your CV (for example: body text 11-12pt font, headings 14pt font).
- **Reverse Chronological Order:** For all sections, the order of experiences should start with the most recent experience, and end with the oldest experience in the list.
- **Review:** Ask your faculty advisor or friend to review your CV as it is easy to overlook mistakes like using the correct tense or misspelling.
- **Action Verbs:** Use action verbs when writing your experience section. Search for “CV action verbs” online for ideas.
- **Footer:** Include your name and page number in the footer starting on the second page.

### Sections of a CV

There are many sections that may be included on a CV. Common examples include: Education, Dissertation/Thesis, Work Experience, Certifications/Licenses, Publications, Relevant Coursework, Teaching Experience, Scholarships/Fellowships, Research Interests, Honors/Awards, Service/Community Involvement, Grants, Licenses/Certifications, Professional Associations, Conferences Attended/Presentations, and References.

### Section Guidelines

- **Education:** List first and this is the section where you would include your thesis or dissertation title.
- **Publications and Presentations:** Bold your name in authorship.
- **Professional Associations:** Only include those that are current and note any positions that you held.
- **Licenses/Certifications:** Only include those that are current.
- **References:** Check with your references before including them on your CV.

### Final Tips

- Many professors and professionals have posted their CVs on various websites. Search for those that are in your field or discipline to get ideas on formatting or what sections to include
- Keep your CV up to date.
- Send your CV as a PDF to ensure that the formatting stays consistent, unless instructed otherwise.

If you would like to talk with a Career Advisor about your CV, schedule an appointment on PCO (link below) or email [career@du.edu](mailto:career@du.edu).

