

DIFFERENCES BETWEEN A RESUME AND CV

What is a CV?

A *CV* (full form *Curriculum Vitae*, which is Latin for “course of life”) is an in-depth document that describes the whole course of your career in full detail. It’s usually at least two pages long but can just as well be laid out over 10+ pages, if necessary. A Curriculum Vitae contains details about your education, professional career, publications, awards, honors, and other achievements. A CV is generally used only for academic applications: academic jobs, grants, research fellowships, etc.

What to Include in a CV:

1. Contact Information
2. Research Objective, Professional Profile, or Personal Statement
3. Education
4. Professional Academic Appointments
5. Books
6. Book Chapters
7. Peer-Reviewed Publications
8. Other Publications
9. Awards and Honors
10. Grants and Fellowships
11. Conferences
12. Teaching Experience
13. Research Experience / Lab Experience / Graduate Fieldwork
14. Non-Academic Activities
15. Languages and Skills
16. Memberships
17. References

What is a Resume?

A *resume* (or *résumé*, from French “to sum up”) is a short, concise document used for job applications. The purpose of a resume is to provide recruiters with a brief overview of the candidate’s work history. A good resume should be targeted at a specific job and one to two pages long.

What to Include on a Resume:

1. Contact Information
2. Resume Summary or Resume Objective
3. Work Experience
4. Education
5. Skills
6. Additional Sections (Awards, Courses, Publications, Certificates, Conferences, etc.)

What’s the Proper Resume Spelling?

Although originally spelled “résumé” in French, in English both forms—“resume” and “résumé”—are correct.

CV vs. Resume: The key differences between a CV and a Resume

Differences between CV and resume lies in the length, layout, and purpose of these documents. CVs have no length limit; resumes are typically one to two pages long. A CV details the whole course of the candidate’s academic career; a resume summarizes skills and work experience. CVs are used for academic purposes, resumes are used to apply for jobs.