

# CV vs. Resume Guide

## What is the difference?

- CV is Latin for Curriculum Vitae (course of life). In the U.S., a C.V is an exhaustive academic summary used for applications for roles in academia, scientific research and medical fields. In Europe, Ireland and New Zealand, the term CV is used to mean the same as a “resume” in the U.S.
- Resume is derived from the French word résumé, meaning summary. It’s a formal document that expresses an individual’s career background, achievements and skills using a chronological, functional or combined format.

## What are the hallmark characteristics of a CV?

- CV is a detailed description of all the academic activities and accomplishments you have accumulated during doctoral study, and includes extensive information about academic experience, including degrees, teaching experience, research, awards/honors, professional associations/licenses, publications, presentations and other achievements.

## What are the hallmark characteristics of a resume?

- A resume is a strategic, targeted and concise overview of the most relevant skills, achievements and experiences that relate to the particular career or position to which you’re applying.

## What are some differentiating factors between a CV and a resume?

- A resume is typically shorter — one-to-two pages at most — and will dedicate more space to your work and research experience. It focuses less on academic awards, conference presentations and publications.
- Depending on your intended reader, your resume will likely go into less detail on the specifics of your research, presentations, publications and teaching topics. Instead, it will highlight the transferable and relevant skills you developed through this work.

## When should I use a CV?

- For academic jobs, a CV allows people in your field to understand and appreciate the specifics of your research and your accomplishments.
- If you’re applying for a non-academic job where people doing the hiring will have a background similar to your own — such as a research institute or a research position in industry — then your academic CV is likely fine to use.
- Your CV should highlight all of your academic experiences and accomplishments, but be sure to explore your specific discipline’s preferred format as they can differ.

## When should I use a resume?

- If you’re applying for positions in industry for which a Ph.D. isn’t necessarily required, then you’ll likely want to use a resume. For most non-research-oriented, non-academic jobs, you will want to use a resume that is one or two pages. Recruiters typically do not have time to read a CV.

## What is an appropriate format for a resume?

- If you are a doctoral candidate applying for jobs that require a Ph.D. — or if you are being recruited because of your Ph.D. — then a two-page resume is fine. However, if you will be applying for positions in consulting, finance or technology, a one-page resume is recommended.
- Stick to a common font like Arial, Cambria or Calibri. Font size should be between 10- and 12-point, and kept consistent throughout the document. There are many formats you may use, but it is important to be comfortable with your final document.



# CV vs. Resume Breakdown

	Academic CV	Resume
<b>Audience</b>	Academics	Recruiters and hiring managers
<b>Target Organizations</b>	CVs are used in academic and in research-oriented job searches	Resumes are used for business, nonprofit, government and other private industry positions
<b>Goal</b>	Present a full history of your academic credentials - research, teaching, publications, honors/ awards, and service	Prove through action-oriented accomplishment statements and metrics that you can do the job well and possess experience that shows your background/experience is well-aligned with the position(s) of interest
<b>Focus</b>	Academic achievements and scholarly accomplishments	Skills and accomplishments that can be used in business, nonprofit, government and other types of job searches
<b>Length</b>	Flexible	One or two pages is preferred depending on industry
<b>Publications</b>	Include all publications	If relevant to the work that you're applying to do, include selected publications
<b>Honors/Awards/Affiliations</b>	Include all academic honors/awards and affiliations	Consider minimizing, deleting or incorporating this section into the education section of your resume to allow for space to focus on transferable skills
<b>References</b>	Always include	Do not include

