

## What's the difference? Curriculum Vitae VS Resume

### CV [CURRICULUM VITAE]

- Comprehensive, biographical statement
- Serves as your initial contact with a prospective employer, presenting your best experiences
- Typically 3-8 pages emphasizing professional qualifications and activities
- Reading-intensive due to the number of pages
- Common with Higher Education, Sciences, Research, and Development fields
- Includes objective and summary of qualifications: explaining your education and experience as it relates to the position or program
- Followed by a summary of skills and professional background information:
  - education
  - accreditations
  - academic achievement
  - affiliations
  - dissertation information
  - honors
  - awards
  - achievements
  - teaching experience
  - research experience
  - publications
  - presentations
- Includes an address where the credentials can be found

### RESUME

- Presents your background and qualifications in a concise manner; common format for individuals seeking a position in most fields
- Serves as your initial contact with a prospective employer, presenting your most relevant information related to the position
- Typically 1 full page, 1.5 pages, or 2 full pages
- Commonly reviewed in 7 seconds!
- The content of each section is organized in reverse-chronological order
- Includes all college, university, and professional school information
- Do not include high school information
- Includes information about paid and unpaid experiences, coursework, internships, tutoring, volunteer work, student clubs and activities, and field work experience
- Emphasizes transferrable skills and NACE competencies by presenting strengths and explaining achievements in a variety of formats

#### **BOTH:**

*Begin with your name and contact information*

*Targets skills and strengths to match the position/program and organization*

*Aim to attract attention, create interest, and provoke action in an interview*

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