



Curriculum Vitae (CV) and Resume

The Difference Between CVs and Resumes

- A CV is a *detailed and comprehensive statement of your educational background, teaching, and research experience*. It is the standard representation of credentials within academia. Typically, they are used to reach out to faculty, graduate school applications, internships, fellowships/grants, and academic careers.
- A Resume is a *document that summarizes your employment history, skills, and education*. Typically, they are used for general employment and non-academic industry positions.

A CV and Resume also vary by **length and content**.

CV	Resume
<ul style="list-style-type: none">• Long, comprehensive, static – no page limit• Focus on history of education/accomplishments• Contains lots of nouns• One version is sufficient	<ul style="list-style-type: none">• Short, selected/focused, customizable – 1-2 pages• Focus on the demonstration of skills/abilities• Contains lots of “action verbs”• Multiple versions, each tailored for specific positions

How to Format your CV

1. Organize with categories/sections

- Arrange categories in order of importance (to reader)
- Within each category, place positions in reverse chronological order

2. Be consistent and succinct

- Font should be readable and professional, 11-13 pt.
 - Arial, Calibri, Helvetica, Times New Roman
 - Use **bold**, CAPS, underline, *italics* for emphasis
- Add page numbers alongside your name in headers
- Place names of the position, title, etc. on the left side of the page and place associated dates on the right
- Use action words (ex. managed, researched, conducted)

Important Tips for your CV

- Align your experiences and skills to the position you are applying to
- Identify your strengths and emphasize them
- Focus on clarity – don’t try to take up space (2 pages is normal at this stage)
- Engage in research opportunities if possible! It is good for your CV and will help focus your interests
- Ask others to proofread your CV!
- Remember to update your CV frequently!



The Common Sections of a CV

Most CVs contain the following sections below. We also describe what is included in each section and some helpful tips. The ones in gray boxes are optional sections. *Note: You may not have all of these sections, which is okay! Include what you do have.*

<i>Sections</i>	<i>What to Include</i>	<i>Helpful Tips</i>
EDUCATION	Undergraduate institution Degree Major and minors	
HONORS	Dean's list Summa, Magna, Cum Laude 1 st , 2 nd , 3 rd class honors	
RESEARCH EXPERIENCE	All projects and internships, and include <u>your role, supervisors and project leads, skills you've gained, and products of research</u> (poster, written work, grants, etc.).	It's never too late to get experience! Ask to contribute to projects or present work!
TEACHING EXPERIENCE	Undergraduate teaching assistantships Guest lectures Tutoring	Be specific! Include details like the title of position, the name of the affiliated organization or granting agency, location, & dates.
PRESENTATIONS AND PUBLICATIONS	Poster or oral presentations at conferences, symposia, etc. Senior/Honors/Master's theses	
AWARDS, HONORS, AND GRANTS	Peer-reviewed publications (in-preparation or under review) Competitive scholarships, fellowships, scholastic honors Teaching or research awards Grants	A short description of the position/project is preferred.
VOLUNTEER AND OUTREACH	Reference only to leadership or management roles or to support other application elements	
SKILLS	A summary of relevant strengths or skills: <ul style="list-style-type: none"> ○ Lab/field techniques ○ Personnel/volunteer management ○ Advanced software skills ○ Language proficiency, if relevant Do not include Microsoft Office (Word, Excel, PowerPoint)	
CERTIFICATIONS	Relevant certifications and the year received	
COURSEWORK	Relevant classes for your major	
PROFESSIONAL SOCIETY MEMBERSHIPS	If you're a member of a relevant professional society	