

# Consider**Cornell**

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

### 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!

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