

## Resume v. Curriculum Vitae (Called “CV” or “Vita”)

Both resumes and CVs are marketing documents that provide key information about your skills, experiences, education, and personal qualities that show you as the ideal candidate. However, resumes and CVs differ in use, format, and length.

### Resume

- Primarily for non-academic jobs
  
- Preferably one page, brevity important!
  
- Formatting/style important
  
- Customized to each job you apply for - can pick and choose which jobs to include
  
- Includes:
  - Name/Contact Info
  - Objective
  - Education
  - Work Experience
  - Honors/Awards/Activities

### CV

- Primarily for used for academic positions
  - Graduate school apps
  - Teaching jobs
  - Research grants and fellowships
  
- As many pages as needed, completeness important! (3+ pages preferred)
  
- Formatting less important – should reflect the academic discipline you are entering
  
- Customize to each program you apply for and able to highlight relevant academic experiences
  
- Includes:
  - Name/Contact Info
  - Education
  - Experience
    - Academic, Teaching, Research Positions
    - Non-academic Positions
  - Honors and Awards
  - Teaching or Research Interests
  - Publications
  - Presentations
  - Conference Participation

**CV continued**

- Committee or Professional Association Service
- Skills/Languages
- References (can be separate page)

## HELPFUL HINTS FOR CREATING A CV

- ☑ New job seekers usually begin the Curriculum Vitae with academic preparation, which draws attention to the degree. An experienced job seeker, however, can begin with experience and place the educational preparation somewhere else.
- ☑ Prioritize your top skills or experience to be presented in the beginning sections of your CV.
- ☑ Distinguish between kinds of experience. For example, academic appointments, hospital or clinical, and/or professional experiences.
- ☑ Due to the length of the Vitae, preparing one that is not boring or that buries information can be a challenge.
- ☑ Do not include papers submitted or in preparation unless they have been accepted, in which case indicate "in press." Follow appropriate documentation guidelines for articles, books chapters, presentations, etc.
- ☑ Be specific when describing your experiences. For example: *Worked with employees in a residential setting*. Instead you may say: "Recruited, hired, trained and supervised more than 20 employees for a residential, for-profit agency." This is more likely to grab an employer's attention.
- ☑ Tailor your Vitae to each position you are applying for, whether it be an application to graduate school, or a full-time teaching position. Avoid attempting to create a one-size-fits-all Vitae to send to all employers. They expect your Vitae to state how you might fit a position with that organization.
- ☑ Consider your Vitae as a work in progress, updating it to better suit your current situation. Have more than one person review it.

**WORDS THAT MAKE A DIFFERENCE.** When describing your experiences, action verbs should begin each statement. Try these:

achieved	established	maintained	streamlined
added	evaluated	managed	supervised
coordinated	Expanded	organized	trained
created	generated	performed	utilized
designed	Identified	planned	verified
developed	Increased	reduced	worked
eliminated	Initiated	saved	wrote

When reporting your accomplishments, use superlatives and other dynamic words. Here are a few:

first	only	most	highest	best
achieved	expanded	pioneered	completed	improved
reduced	resolved	restored	spearheaded	surpassed
transformed	won	overhauled	initiated	revitalized

**Be concise and impressive! Don't be afraid to highlight your accomplishments!**