



Differences Between CV & Resume

Knowing your audience is key when deciding whether to submit a CV or a resume.

Always check the job posting to see if the employer has a preference.

In general, CVs are used for academic and some industry research positions and resumes are used for most industry and research science roles.

CV presents a **full history** of your academic credentials; teaching, research, awards, and service.

Resume presents a **brief snapshot** of relevant skills and experiences.

The focus when converting your CV to resume is highlighting transferable skills (communication, teamwork, project management, leadership, use of technology, etc.).

Resumes must be adapted to fit each specific job you are applying to.

Examples for Converting CV Content into Resume Bullets:

- Graded exams and papers → Evaluated performance and provided feedback for up to 30 students per quarter
- Held office hours with students → Coached students individually resulting in increased comprehension of materials and improved performance

“What about my research?”

- You developed many transferable skills during your research
- If the positions you are applying to doesn't align with your current research topic, you may choose to not include the title or “jargon” of your research—and that's okay!
- Instead, highlight the *skills*: collaboration/teamwork, communicating research to diverse audiences, presentation skills, organization of data, problem solving and critical thinking, project management, etc.

Converting to Resume Tips

- Limit your resume to 1-2 pages
- Utilize your margins to optimize space; .5" to 1" margins are acceptable
- Drop your font size down to 11 if you need more room
- Use bolding to make key information stand out (e.g. bold your degree, job titles, etc.)
- Include 3-5 bullet points for each experience
- Begin bullet points with an action verb such as “developed”
- Format bullet points to highlight your transferable skills as they align with the job posting
- Include your email, phone number, and link to personal website or LinkedIn. Make sure your LinkedIn profile is updated
- Quantify accomplishments when possible and highlight specific examples
- Don't use too much “jargon”—keep your resume concise and relevant to the job posting
- Use specific headers such as “Public Policy Experience” or “Leadership Experience” to highlight core areas of expertise
- Don't include personal information such as marital status, age, social security number, or picture

Pro Tips:

- Always have someone proofread your resume before submission. Drop-in resume review sessions at DCP are available. See Drop-In times here: career.uci.edu/undergraduate/counseling-appointments
- Get your resume reviewed during office hours through the Graduate & Postdoctoral Scholar Resource Center ([GPSRC](#))
- Utilize [GPSRC](#) writing consultants to improve the effectiveness of your written content
- Attend workshops or schedule an appointment to discuss your resume via [Handshake](#)
- To maximize your chances of getting your resume seen by a recruiter, make sure it is **Application Tracking System (ATS) friendly**. This automated system scans up to hundreds of resumes at a time to quickly filter for the most qualified candidates based on titles, keywords, education, and format. ATS cannot read headers, footers, tables, columns, graphics, images, or symbols. For details on how to create an ATS-friendly resume, check out this article on The Muse: themuse.com/advice/beat-the-robots-how-to-get-your-resume-past-the-system-into-human-hands