Curriculum Vitae (CV) Versus Resume

General guidelines for differentiating between CVs and Resume

CV	Resume
✓ **Audience:** Fellow academics or researchers	✓ **Audience:** General audience or industry employer
✓ **When Used:** Academic positions and some research positions	✓ **When Used:** Industry (non-academic) and research science
✓ **Length:** Flexible	✓ **Length:** 1-2 pages max
✓ **Goal:** Present a *full history* of your academic credentials; teaching, research, awards, and service	✓ **Goal:** Present a *brief snapshot* of relevant skills and experience that communicates your ability to perform the job you seek
✓ **Focus:** Representing your academic achievements and your scholarly potential	✓ **Focus:** Representing experiences and transferable skills: job-related, extracurricular and volunteer, accomplishments, and skills you've used
✓ **Contents:** Full list of professional and educational history	✓ **Contents:** Summary of experiences and skills most pertinent to position
✓ **Essential:** List of publications, presentations, teaching experience, education, training, honors, grants	✓ **Essential:** Skills and experiences related to the job you seek
✓ **Extraneous:** Activities unrelated to academic pursuits	✓ **Extraneous:** Complete list of publications, presentations, and titles of classes you've taught
✓ **Style:** Doesn't matter as much; content is what matters most	✓ **Style:** Professional, clear and concise- nothing too "fancy"
✓ **Specificity:** CV's need less alteration to fit each specific job opening	✓ **Specificity:** Resumes must be adapted to fit each specific job to which you are applying
✓ **References:** Listed at the end	✓ **References:** Not listed on a resume