**What is the difference between a resume and a CV?**

Resumes and curriculum vitaes (CV) are documents that give an overall picture of your experience, skills, and other important details recruiters may be looking for – with some minor differences:

* **Resume:** A resume is a document (typically one page) summarizing your skills, experiences, and accomplishments. An effective resume succinctly describes your education and experience as it relates to your targeted position. View resume examples below.
* **CV (Curriculum Vitae):** A CV contains more details than a resume and often includes four additional sections: research experience, teaching/mentoring experience, publications or poster presentations, and references.

**Peter Sample**

Irvine, CA 92697 (optional) | (949) 555-1122 | ptanteater@uci.edu | www.linkedin.com/ptanteater (optional)

EDUCATION

**Bachelor of \_\_\_ in \_\_\_\_\_\_** June 20##\*

University of California, Irvine

Senior Thesis: if applicable

\*Some programs may want your start date at UCI so format your dates as September 20## - June 20##

HONORS AND AWARDS – Optional section

* Month 20## - Month 20##
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**RELEVANT COURSEWORK** – Optional section

Research Interests – Optional section

RESEARCH EXPERIENCE – typically expected for PhD program admissions

**Organization or Lab**, Title, City, State Month 20##- Present

Faculty/PI: Name, title (if applicable)

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**Organization or Lab**, Title, City, State Month 20##- Month 20##

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CLINICAL EXPERIENCE – optional, but typically expected for health professions programs

**Organization or Company**, Title, City, State Month 20##- Month 20##

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TEACHING EXPERIENCE – optional, helpful to have for PhD program admissions

**Organization or Company**, Title, City, State Month 20##- Month 20##

*

RELEVANT WORK EXPERIENCE – Optional section

**Organization or Company**, Title, City, State Month 20##- Month 20##

*

LEADERSHIP EXPERIENCE – Optional section

**Organization or Company**, Title, City, State Month 20##- Month 20##

*

PROJECTS – specify independent or affiliated with an organization

**Name of Project** Month 20##- Month 20##

*

PRESENTATIONS – Optional section

**PUBLICATIONS –** Optional section

Be sure to list presentations in APA or MLA formatting

PROFESSIONAL AFFILIATIONS – Optional section

Name of organization, Month 20## - Present

Name of organization, Month 20## - Month 20##

RELEVANT TRAINING – Optional section

SKILLS or LABORATORY SKILLS

Computer:

Language:

Additional:

CERTIFICATIONS – Optional section

REFERENCES

List 2-3 references at the end of your CV. If the application already asks for references, there is no need to list it again on your CV

**Name of person**

Title

Relationship: i.e. Professor, Faculty Advisor, Supervisor, etc.

Address

Phone Number

Email

**Name of person**

Title

Relationship: i.e. Professor, Faculty Advisor, Supervisor, etc.

Address

Phone Number

Email