

What is the difference between a resume and a CV?

Resumes and curriculum vitae (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.
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## Peter Sample

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### EDUCATION

Bachelor of \_\_\_\_, \_\_\_\_\_

June 20##\*

University of California, Irvine

Senior Thesis: if applicable

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

### HONORS AND AWARDS – Optional section

- \_\_\_\_\_ Month 20## - Month 20##
- \_\_\_\_\_
- \_\_\_\_\_

### 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##

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**RELEVANT WORK EXPERIENCE** – Optional section

Organization or Company, Title, City, State

Month 20##- Month 20##

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**LEADERSHIP EXPERIENCE** – Optional section

Organization or Company, Title, City, State

Month 20##- Month 20##

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**PROJECTS** – specify independent or affiliated with an organization

Name of Project

Month 20##- Month 20##

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**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