Resume vs. CV Guide

	Resume	**Curriculum Vitae (CV)**
Goal	• To obtain a non-academic job, whether part-time or full-time • Often paired with a cover letter	• To obtain an academic position or grant • Typically required when applying to graduate school
Audience	• Non-academic potential employers • Networking contacts	• Fellow academics • Potential graduate programs
Header	• Name should be bold and • emphasized in a larger font size • Brief listing of contact information (phone number, LinkedIn profile, and professional email) • Do not include hyperlinks, age, sex, or marital status	• Name should be bold and emphasized in a larger font size • Listing of contact information • Include "Curriculum Vitae" along with contact information under the name. • Do not include hyperlinks
Content	• Most relevant skills and experience • Tailor content to fit the specific job/firm/industry you are applying to	• Complete history, including academic achievements such as research, teaching, awards, organizations, etc.
Structure	• Minimal text • Two to five achievement-oriented bullets under each experience	• Text-rich • Narrative/paragraph style descriptions
Length	• Typically, 1 page (preferred) • 2 pages is okay if large amount of relevant experience • Never more than 2 pages	• Flexible length as needed to include all information • Typically, 1-3 pages for master's-level graduates • Typically, 3-4 pages for doctoral-level graduates
Unnecessary Information	• Anything that is not relevant to the role/function/industry for which you are applying • Personal statements, etc.	• Activities outside of core academic pursuits unless relevant to program or grant

ADDITIONAL CATEGORIES TO CONSIDER (If Applicable)
- Certifications – must be relevant and up to date
- Licensures
- Fellowships
- Publications
- Study Abroad and/or International Experiences
- Professional Development (workshops, seminars, in-service presentations)
- Computer Software or Technology – list the software that you are familiar with (e.g., Microsoft Office Suite, SPSS, R, Qualtrics, etc.)
- Leadership Activities
- Community Service & Service Learning
- Athletics

The tips below were written by Cornell University, Graduate School, Office of Career and Professional Development:
https://gradschool.cornell.edu/career-and-professional-development/pathways-to-success/prepare-for-your-career/take-action/resumes-and-cvs/

When to use a Curriculum Vitae (CV)

A CV is a longer synopsis (i.e., longer than a resume) of your educational and academic background as well as teaching and research experience, publications, awards, presentations, honors, and additional details. CVs are used when applying for academic, scientific, or research positions. International employers often use CVs as well.

A CV is a comprehensive statement emphasizing:
- professional qualifications
- education
- experience
- accomplishments
- activities
- special qualifications

A CV can vary from two pages to several pages. Professionals seeking academic positions and non-academic positions in science, higher education, research, and health care typically use a CV. It is also used to seek a fellowship or grant and is expected for some positions overseas. Consult with faculty members in your field to determine what is expected and appropriate for your field.

Guidelines for Preparing a CV
- The order of topics in a CV format is flexible.
- Arrange sections to highlight strengths for the position you are seeking.
- Elaborate on accomplishments and skills within categories.
- List items within each category chronologically, the most recent appearing first.
- Include additional headings when appropriate to reflect certifications/licensures, workshops/training, languages, book reviews, etc.
- Present information in an easily accessible and attractive style.