

# RESUME *VS.* CURRICULUM VITAE (CV)

## General Guidelines

Know Your Audience, Advertise Your Strengths, Prioritize what to Include, List Experiences in Reverse Chronological Order (Most Recent to Least Recent)

### What is a Resume?

A concise statement that summarizes your experiences and academic background in order to present your qualifications to potential employers in targeted industries. A resume will not get you a job, but will get you an interview.

### Resume Guidelines

- Make Your Resume Skimmable
- Make it concise - 1-2 pages max

### What to Include?

- Name, Contact Information
- Qualifications (optional)
- Education
- Experience a.k.a:
  - Related Experience
  - Campus Involvement
  - Leadership Experience
  - Internships
  - Class Projects
  - Publications
  - Honors/Awards
  - Licenses/Certifications
  - Memberships/Affiliations
  - Skills

### Describing Your Experiences

**Education (reverse chronological order):** Degrees, Majors, Institutions, Location, Graduation Date, Minors, Subfields, Title of Dissertation or Thesis (optional)

**Relevant Experience:** List your job title, organization, location, date; Use action verbs to describe your responsibilities, accomplishments, and skills

**Articles, Books, Publications:** Briefly list (if relevant and space available)

**Additional Experiences:** List relevant information depending on industry (e.g., Membership/Affiliations - organizational name, any positions held, and dates)

### What is a CV?

A detailed summary of your academic credentials, experiences, and accomplishments often used when applying for teaching or administrative positions in the academy. Also used for grant and fellowship applications.

### CV Guidelines

- Organize by Appropriate Areas (e.g., teaching, research, etc.)
- Length Not an Issue

### What to Include?

- Name, Contact Information
- Education
- Thesis, Dissertation, and Advisor
- Postdoctoral Experience
- Teaching Experience or Interests
- Research Experience or Interests
- Relevant Experience
- Awards/Honors
- Publications/Presentations
- Academic/Community Service
- Professional Associations
- Study Abroad
- Licensure

### Describing Your Experiences

**Education (reverse chronological order):** Degrees, Majors, Institutions, Location, Graduation Date, Minors, Subfields

**Dissertation or Thesis:** Date Finished, Title, Brief Description, Your Advisor

**Postdoctoral:** Date Finished, Title, Brief Description of Project, Your Supervisor

**Awards:** List with relevant dates

**Experience:** List your job title, organization, location, date; Use action verbs to describe your responsibilities, accomplishments, and skills

**Publications and Presentations:** Standard bibliographic form, classify by type (journal, conference, etc.) okay to list "submitted" or "in preparation"

