Quick Comparison: Resume vs. Curriculum Vitae (CV)

	Resume	**Curriculum Vitae (CV)**
Goal	• To obtain a non-academic job, whether it be part or full-time • Sometimes paired with a cover letter	• To obtain an academic position or grant • Usually needed to apply to graduate school
Audience	• Non-academic potential employers • Networking contacts	• Fellow academics • Potential graduate programs
Header	• Name should be **bold** and emphasized • Brief listing of contact information (usually a phone number, address, and professional email) • Do not include hyperlinks	• Name should be **bold** and emphasized • Listing of contact information • Do not include hyperlinks • Include "Curriculum Vitae" along with contact information under name
Content	• Most relevant skills and experience • Tailored to fit with the specific job/firm/industry applying for/to	• Complete history that includes your academic achievements such as research, teaching, awards, organizations, etc.
Structure	• Minimal text • 2-5 Achievement-oriented bullets under each experience	• Text-rich • Narrative/paragraph style descriptions
Length	• Typically 1 page (*preferred*) • Only 2 pages in circumstances where there is a large sum of relevant experience • <u>Never</u> more than 2 pages	• Flexible; as long as needed to list information • Typically 1-3 pages for master-level graduates • Typically 3-4 pages for doctoral-level graduates
Unnecessary Information	• Anything that isn't relevant to the role/function/industry for which you are applying • Personal statement, etc.	• Activities outside of your core academic pursuits