RESUME VS. CV

A Curriculum Vitae (CV) is primarily used when applying to professional or graduate programs and for continued experience in the academic field. The CV thoroughly lists academic/professional qualifications, accomplishments and activities including presentations, teaching experience, honours, grants and dissertation abstracts.

A resume is used when applying to a wide variety of non-Academic jobs. A résumé contains a brief summary of skills and experiences directly related to the position desired. It is important to note that internationally the terms may be used interchangeably so it is necessary to do country-specific research on the requirements for a CV or resume.

	CV	Résumé
Audience	Academics in your field of study	Employers seeking to hire you for your specific position
Length	Adaptable	1-2 pages
Focus	Represents your academic achievements and your scholarly potential	Represents your experiences – job-related, skills, accomplishments, volunteer, hobbies, etc.
Critical	List of publications, presentations, teaching experience, education, honours, and grants	Skills and experience directly related to the job you seek
Irrelevant	Activities unrelated to academics	Complete list of publications, presentations, and papers
List of References	Include	Do not include (unless requested)
Goal	A comprehensive record of your academic credentials- teaching, research, and awards	A brief summary of your skills and experiences related to the job you seek

CV: Academic vs Industrial

Academic	Industry
Running record of all accomplishments	Targeted towards job position
Highlight research or teaching	Emphasis on research
Emphasis on Grants & Awards	Emphasis on skills & techniques
Describe research with more BASIC approach	Describe research with more APPLIED approach
Exhaustive list of publications and presentations	Selected publications and presentations
Include references & contact information	Send reference information if requested
Initial screening by Principle Investigator/ Search Committee	Initial screening by HR or computer database

CV FORMAT:
First and Last Name
Address
City, Province, Postal Code
Phone
Email

ACADEMIC BACKGROUND

Degree: Major or Concentration
Institution, City, Province   Start Date – Present (or completion date)
- Thesis topic incl. names of advisor and committee members

Include any other degrees/diplomas which you are currently working on or have completed.

SPECIAL SKILLS

This could include languages, computer, or technical skills as well as specific training or certifications.

PROFESSIONAL EXPERIENCE

Most recent job title
Organization, City, Province   Date – Date
- An Action Statement highlighting how or why you did the task and results or accomplishments that you had.

Second most recent job title
Organization, City, Province   Date – Date
- An Action Statement highlighting how or why you did the task and results or accomplishments that you had.

TEACHING EXPERIENCE

Course Title
Institution   Date – Date
- Describe your role and include teaching evaluations.

CURRENT RESEARCH INTERESTS

- Discuss research you are in the process of completing.

RESEARCH EXPERIENCE

Most recent title
Department/Faculty, Institution   Date – Date
Project:
Supervisors:

RESUME VS. CV

PUBLICATIONS

Separate into categories depending on the stage of publication.

Publication(s) in journals
Author(s) name. Year of publication. Article title.

Paper(s) submitted for publication in journals
Author(s) name. Article title. Who submitted to.

Publication(s) in conference proceedings
Author(s) name. Year of conference. Article title. Place of presentation.

GRANTS, HONOURS, AWARDS, SCHOLARSHIPS RECEIVED

Name of most recent award   Year Received
Name of second most recent award   Year Received

PROFESSIONAL MEMBERSHIPS/AFFILIATIONS

Title, Name of Committee/Society
Title, Name of Committee/Society

REFERENCES

Name
Department/Faculty
Institution, City, Province
Contact Information
Relationship to applicant

Name
Department/Faculty
Institution, City, Province
Contact Information
Relationship to applicant

Other sections include Presentations, Other Relevant Experience, etc.