

CV AND RÉSUMÉ - WHAT'S THE DIFFERENCE?

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 |

Common Sections in a CV

- Education
- Academic Projects
- Special Skills
- Teaching Experience
- Research Experience
- Research Interest
- Publications
- Awards, Fellowships, Scholarships & Grants
- Professional Affiliations
- Presentations
- References

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 Presentation |
| Include References & contact information | Send reference information if requested |
| Initial Screening by Principle Investigator/ Search Committee | Initial Screening by HR or computer database |

Get in Touch with the Career and Leadership Development Centre

Location: 4th Floor Student Union Building
 Gen Inquiries: cldc@dal.ca
 Telephone: 902.494.3537
www.dal.ca/cldc



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