

# CV Guide

## What is it?

A CV (Curriculum Vitae, which means course of life in Latin) is an in-depth document that can be laid out over two or more pages that contains a high level of detail about your achievements, a great deal more than a résumé. The CV covers your education as well as any other accomplishments like publications, awards, honors etc.

## Why do I need one?

The CV is an academic version of a résumé and is primarily used within the academia realm. A CV focuses and details education experience related to teaching, research and service. While Americans and Canadians typically use résumés, most other countries use CVs. If you are applying to positions abroad, you will most likely be required to submit a CV rather than a résumé.

## What are the differences between a CV and a résumé?

|                  | Curriculum Vitae  | Résumé  |
|------------------|---|---|
| <b>Length</b>    | As long as needed (usually 2+ pages)  | One page, sometimes two, in efforts to keep it as short as possible   |
| <b>Structure</b> | Written in a text-rich, narrative style form that can fill up as many pages as needed.  | Written mostly in achievement-oriented bullets with minimal text.   |
| <b>Goal</b>      | A CV is a clear listing of all careers and accomplishments that demonstrate academic achievements and scholarly potential, including research, teaching, and honors. It is a static document and is <b>not</b> changed for different applications.  | To represent the skills and experience necessary to succeed in the position. Resumes are highly customizable and should be altered depending on the application.  |
| <b>Contents</b>  | <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact information</li> <li>• Education</li> <li>• Work experience</li> <li>• Relevant work-related skills</li> <li>• Summary of academic background</li> <li>• Teaching and research experience</li> <li>• Publications</li> <li>• Presentations</li> <li>• Awards and honors</li> <li>• Affiliations</li> </ul> | <ul style="list-style-type: none"> <li>• Name</li> <li>• Contact information</li> <li>• Education</li> <li>• Work experience</li> <li>• Relevant work-related skills. Focus is on work experience, listed in reverse chronological order</li> </ul> |

|                              |  |  |
|------------------------------|--|--|
| <b>Essential Information</b> | Publications, presentations, research and teaching experience, honors, and grants.   | Only those skills and experiences which are relevant to the position you are seeking.                    |
| <b>Purpose</b>               | In Europe, the Middle East, Africa and Asia, employers expect a CV. In the U.S., a CV is used primarily when applying for academic, education, scientific or research positions. | Job applications   |
| <b>Audience</b>              | Fellow academics in your field of study as you apply for faculty jobs, postdocs, or fellowships.   | A general audience including employers who hire for a wide variety of positions and networking contacts. |
| <b>References</b>            | Included   | Not included   |