



OFFICE OF
CAREER EDUCATION

CV vs. Resume

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Question: Curriculum Vitae vs. Resume?

Answer: The primary differences between a resume and a curriculum vitae (CV) are the length, what is included and what each is used for.

- A curriculum vitae includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. In Europe, the Middle East, Africa, or Asia, employers may expect to receive a curriculum vitae.
- A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise, no more than a page or two, a curriculum vitae is a longer (at least two pages) and more detailed synopsis.
- In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific, medical or research positions. It is also applicable when applying for fellowships or grants.

<i>MEANING OF NAME</i>	<i>CURRICULUM VITAE – Latin for “course of life”</i>	<i>RESUME – French for “summary”</i>
<i>LENGTH</i>	Two-page minimum; up to 30 pages if academic, medical, or scientific	One to two pages maximum (in most cases)
<i>CONTENT</i>	Serves as a historical overview of the applicant, rather than just a work history Includes entire academic and professional history (relevant or not) plus any personal or extracurricular activities Only one version needed to apply for any position Includes: <ul style="list-style-type: none"> ◇ Summary of academic background teaching and research experience ◇ Publications ◇ Presentations ◇ Awards and Honors ◇ Affiliations 	Brief summaries of relevant work experience, skills, and achievements Additional focus on volunteerism or college course work, if applicable Targeted specifically for each position being applied for (could result in several versions) Includes: <ul style="list-style-type: none"> ◇ Name ◇ Contact Information ◇ Education ◇ Work Experience ◇ Relevant work-related skills
<i>WHERE IT IS USED</i>	Used in the U.S. and Canada for fellowships, grants, academic, medical, or scientific positions. Used as the primary application for employment in Europe, Africa, the Middle East, and Asia.	Primarily used in the U.S. for most professional occupations.