

# Curriculum Vitae VS Resume

View the [BUILD - Resume & Application Materials](#) webpage for more tailored advice.

## BOTH

- Begin with your name and contact information
- Targets skills and strengths to match the position or program and organization
- Aim to attract attention, create interest and provoke action towards an interview

## CV [CURRICULUM VITAE]

- Comprehensive, biographical statement
- Serves as your initial contact with a prospective employer, presenting your best experiences
- Typically 3-8 pages emphasizing professional qualifications and activities
- Reading-intensive due to the number of pages
- Common with Higher Education, Sciences, Research, and Development fields
- Includes objective and summary of qualifications: explaining your education and experience as it relates to the position or program
- Followed by a summary of skills and professional background information:
  - Education
  - Accreditations
  - Academic Achievements
  - Affiliations
  - Dissertation Information
  - Honors
  - Awards
  - Achievements
  - Teaching Experience
  - Research Experience
  - Publications
  - Presentations
- Includes an address where the credentials can be found

## RESUME

- Presents your background and qualifications in a concise manner; common format for individuals seeking a position in most fields
- Serves as your initial contact with a prospective employer, presenting your most relevant information related to the position
- Typically 1 full page, 1.5 pages, or 2 full pages
- Commonly reviewed in 7 seconds!
- The content of each section is organized in reverse-chronological order
- Includes all college, university and professional school information
  - Do not include high school information
- Includes information about paid and unpaid experiences:
  - Coursework
  - Internships
  - Tutoring
  - Volunteer work
  - Student Clubs and Activities
  - Field work experience
- Emphasizes transferrable skills and NACE core skills by presenting strengths and explaining achievements in a variety of formats

