# Curriculum Vitae (CV) Versus Resume

General guidelines for differentiating between CVs and Resume

| CV | Resume |
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| ✓ **Audience:** Fellow academics or researchers | ✓ **Audience:** General audience or industry employer |
| ✓ **When Used:** Academic positions and some research positions | ✓ **When Used:** Industry (non-academic) and research science |
| ✓ **Length:** Flexible | ✓ **Length:** 1-2 pages max |
| ✓ **Goal:** Present a *full history* of your academic credentials; teaching, research, awards, and service | ✓ **Goal:** Present a *brief snapshot* of relevant skills and experience that communicates your ability to perform the job you seek |
| ✓ **Focus:** Representing your academic achievements and your scholarly potential | ✓ **Focus:** Representing experiences and transferable skills: job-related, extracurricular and volunteer, accomplishments, and skills you've used |
| ✓ **Contents:** Full list of professional and educational history | ✓ **Contents:** Summary of experiences and skills most pertinent to position |
| ✓ **Essential:** List of publications, presentations, teaching experience, education, training, honors, grants | ✓ **Essential:** Skills and experiences related to the job you seek |
| ✓ **Extraneous:** Activities unrelated to academic pursuits | ✓ **Extraneous:** Complete list of publications, presentations, and titles of classes you've taught |
| ✓ **Style:** Doesn't matter as much; content is what matters most | ✓ **Style:** Professional, clear and concise-nothing too "fancy" |
| ✓ **Specificity:** CV's need less alteration to fit each specific job opening | ✓ **Specificity:** Resumes must be adapted to fit each specific job to which you are applying |
| ✓ **References:** Listed at the end | ✓ **References:** Not listed on a resume |