



What is a Resume?

A resume is a document that quickly summarizes your skills, education, achieved highlights, and professional experiences and qualifications. The purpose of a resume is to share relevant experiences and skills with a specific audience (e.g., employer, graduate school, scholarship committee, etc.) for a position you are applying too.

What is a Curriculum Vitae (CV)

Curriculum Vitae (CV) is a comprehensive statement of your educational background, teaching, and research experience; most commonly used for academic positions.

What is the Difference Between a Resume and a CV

The main difference between a resume and a CV is that a CV is much longer in length. The terms resume and CV are interchangeable. Resumes for undergraduate traditional aged students are typically one to two pages in length. Graduate students, or students with years of work experience may have resumes that are several pages in length. A CV will typically be more than three pages in length and be much more comprehensive on all academic activities, including courses taught, research, committee, service, presentations, publications, and association involvement.

Different Resume & CV Styles

Resume Styles:

Reverse-Chronological: this format presents your work in a reverse chronological order, with the most recent experience listed first. This style works well for applicants who have a clear progression in their work history. Many traditional aged undergraduate students use this format due to not having many years of work experience.

Functional: this style focuses on your skills more than your experiences. There is a section at the beginning of the document (underneath Contact Information) that summarizes qualifications and skills. This style works well for individuals who have a long work history and need to quantify their experiences, or for individuals who have changed different industries and need to highlight skills, not the companies/organizations they worked at. For individuals with gaps in their employment, this style can work well also.

Combination: is a hybrid of a reverse chronological and combination style resume. This style works well for mid-career professionals and typically uses the summary or qualification section header (underneath Contact Information), then transitions into a reverse chronological style.

CV Styles:

Most CV formats are a lengthier version of a combination style resume. Many CV's will have a Presentations and Publications section. These sections do not always appear on resumes, especially outside of academia.



Basic Components of a Resume and CV

Contact Information – this section includes your full name, phone number, email address, and if available, a Linked-in profile link.

Education – academic experiences should be listed in reverse chronological order with your most recent degree listed first. Include the institution where your degree was granted. Include the level of the degree (B.S., M.A., etc.). Include the proper title of your degree. You may also include accomplishments tied to your education such as Deans list, scholarships, honor societies, etc.

Experience – this section should include all full-time and part-time paid positions, and may include volunteer work, internships, research, field observations, clinicals, experiential education. Each experience must have:

- The name of the organization for whom you worked.
- The location
- The job/experience title
- The dates (month/year) of your experiences.

Experiences should be written in reverse chronological order. If using a functional style resume format, still list experiences in reverse chronological order, just highlight relevant skills before a list of experiences.

Within each experience, most resumes have bullet points that give a brief description of the skills and responsibilities.

Bullet points – each bullet point should start with an action verb and then a short statement. Avoid the use of personal pronouns.

Action Verbs

Using bullet points and starting each bullet with an action verb is a concise and effective way to convey key skills and experiences. Avoid repeating the same action verb. Quantify your experiences when possible. See Action Verb list.

Highlighting Skills

There are different types of skills. Job Skills are those skills you have to use in a specific job. These could include maintenance, management, language skills, technical computer-based skills and others that are needed for that specific work. Soft Skills are qualities that can be transferred from one job to another. You likely already possess many transferable skills employers want, like teamwork, organization or strong communication. Adaptive Skills come from adaptive behavior, or the conceptual, social, and practical skills that individuals have learned and use in their daily lives. For instance, if you are someone who has not had a job in the past, but you spend a significant amount of time organizing your daily schedule for your academic work, organization could be a skill you discuss on a resume in the way you describe your ability to manage academic demands and meet deadlines for scholarly projects. Adaptive skills are things that people rarely think to discuss on a resume, but they are skills that employers do want to know you possess. Use all types of skills when writing your resume. Showcase the depth and breath of your skill sets.



Resume & CV Best Practices

- Use easy to read fonts.
- Text size should be no smaller than size 10.
- Title the documents with your full name and use the word Resume.
- Use abbreviations sparingly.
- Use past tense for previous positions.
- Use margins no smaller than 0.5 inches.
- Test what your PDF will look like after converting it from a Word document.
- Ensure the document is consistent in formatting throughout
- Customizing your resume to each and every position you apply for is important. The categories you use will depend on your strongest selling points relevant to the position you are applying too.
- Length: the length of your resume and/or CV will depend on several factors. Most undergraduate students will have a one-page resume. Individuals with several years of working experience typically have a two- or three-page resume and/or CV. If you are working in education or academics, a longer CV is required.