
What is the Difference?

Curriculum Vitae & Résumé

Curriculum Vitae

- Presents a summary of your academic credentials and accomplishments in great detail.
- *Vitae Purpose:*
 - ✓ Graduate school application.
 - ✓ Seeking a faculty position.
 - ✓ Departmental/tenure reviews.
 - ✓ Professional association leadership.
 - ✓ Speaking engagements.
 - ✓ Publishing.
 - ✓ Editorial review boards.
 - ✓ Consulting.
 - ✓ Grant applications.
 - ✓ Sabbaticals.
 - ✓ Fellowships.
- Teaching emphasis is designed to impress those institutions that are more oriented toward experiential or applied education. Highlighted are classroom, informal teaching experience, and forms of teaching.
- Research emphasis must make success evident in acquiring grants and includes scholarly awards.

Questions for putting together a C.V.:

- Is it well designed, organized and attractively laid out, with appropriate use of bold and italic text?
- Are categories—such as education, teaching, and research clearly labeled?
- Is it easy to find sections of interest, such as publications, postdoctoral experience, and professional associations?
- Has your advisor and at least one other person reviewed and critiqued it?
- Have you avoided using acronyms? (unless well-known in the field)
- Has it been proofread several times to eliminate typographical errors?

Résumé

- Presents compelling introduction of your experiences and skills as they relate to a particular career/job.
- Resume and cover letter goal is to get an interview for a specific position.
- Tailor your presentation of skills, experience, and motivation to fit the requirements of the job you are seeking, while making the “package” irresistible.

Common sense rules for creating a resume:

- Try to keep a resume to one page, particularly for business and media fields. If it goes to a second page, make sure the first page contains essential information and the second page includes your name.
- Make the resume visually effective to communicate professionalism and clarity. Make it easy for the eye to scan, using capital letters, bold print, and spacing to highlight your strongest credentials. Use white or cream bond paper.
- Be consistent in your use of grammatical structure and style, and make sure your grammar and spelling are perfect. Proofread several times.
- Summary of Qualifications is sometimes used to highlight most relevant skills/knowledge for a particular career/job.
- Select best format: *Chronological* resume presents your experience from your most recent job to your earlier jobs. *Functional/Skill* resume lists your strengths and achievements at the top of the page, and then summarizes the jobs you’ve held at the end. *Combination* resume uses aspects of both the chronological and functional formats. It lists your jobs in chronological order, then, highlights functional responsibilities and achievements for each job.
- Personal information such as age, marital or health status, and race or ethnicity should be omitted. Although information about citizenship or visa status is not required, it might be wise to include a reference to U.S. citizenship or permanent resident status if your nationality is ambiguous.
- References or “References Furnished Upon Request” are usually omitted. However, have reference information prepared for the interview.

Contact Information

Name, Mailing Address, Phone/Cell, Email, Web Address

Example CV Headings

Research Interests
Education
Dissertation
Professional Experience
Research/Work
Experience
Teaching Experience
Funded Research
Graduate Teacher
Program
Internships

Publications
Conference
Presentations
Awards and Honors
Languages
Computer Skills
Professional
Organizations
Patents
Academic Service
References

Example Resume Headings

Research Interests
Career Objective
Summary of Qualifications
Education
Work Experience
Project Experience
Research
Leadership
Languages
Computer Skills

References on Separate Sheet

- 3-5 references with contact information
- Provide at interview or application process

Other Excellent Resources

Curriculum Vitae

- Five Example CVs <http://chronicle.com/jobs/news/2002/10/2002101101c.htm>
- Vick, Julia Miller and Furlong, Jennifer S. *The Academic Job Search Handbook* (4th ed.). Philadelphia: University of Pennsylvania Press (2008). For recent Ph.D.'s going through their first job search, this covers the specifics of conferences and interviews, offers sample curricula vitae, cover letters, and abstracts, and introduces the professorial professional life.

Résumé

- The CV Doctor is Back (CVs reworked into resumes) at <http://chronicle.com/jobs/news/2001/10/2001101201c.htm>
- NEW Optimal Résumé™, a free service provided by the Career Services in partnership with OptimalResume.com. <https://colorado.optimalresume.com/>
- Debelius, Maggie and Basalla, Susan Elizabeth. *So What Are You Going to Do With That?: A Guide for M.A.'s and Ph.D.'s Seeking Careers Outside the Academy* (2nd ed.). New York: Farrar Straus & Giroux (2007). Two English Ph.D.s cover the transition to the "post-academic" world. They offer both specific advice about job-hunting and provide a general, often-humorous perspective on the process of moving out of academia.

CAREER SERVICES • UNIVERSITY OF COLORADO AT BOULDER

Willard Administrative Center Room 34 133 UCB Boulder, CO 80309-0133

Phone 303-492-6541 FAX 303-492-5723 E-mail: career@colorado.edu <http://careerservices.colorado.edu>

Additional guides available at: <http://careerservices.colorado.edu/students/MajorCareerInfo.aspx>