

The difference between a CV and a Resume

Looking for a job? You need to write a letter of application. Letters of application for a job are very important for personal careers. The first purpose of this letter is to give a favourable picture of personality, background and experience. A person's value as an employee must be included, and arranged in such a way to convince an employer to grant an interview. A letter of application must also communicate ambition and enthusiasm, while remaining modest.

CV or Resume?

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

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.

In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific or research positions. It is also applicable when applying for fellowships or grants. This is why a Briton applies with a CV and an American with a resume. An Australian applies with both. There are a few differences between the two types of application documents.

CV

A CV (Curriculum Vitae, which means course of life in Latin) is an in-depth document that can be laid out over two or more pages and it contains a high level of detail about your achievements, a great deal more than just a career biography. The CV covers your education as well as any other accomplishments like publications, awards, honors etc.

The document tends to be organized chronologically and should make it easy to get an overview

of an individual's full working career. A CV is static and does not change for different positions, the difference would be in the cover letter.

Resume

A resume, or résumé, is a concise document typically not longer than one page as the intended reader will not dwell on your document for very long. The goal of a resume is to make an individual stand out from the competition.

The job seeker should adapt the resume to every position they apply for. It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post. A resume doesn't have to be ordered chronologically, does not have to cover your whole career and is a highly customizable document.



Differences

As stated, three major differences between CVs and resumes are the length, the purpose and the layout. A resume is a brief summary of your skills and experience over one or two pages, a CV is more detailed and can stretch well beyond two pages. The resume will be tailored to each position whereas the CV will stay put and any changes will be in the cover letter.

A CV has a clear chronological order listing the whole career of the individual whereas a resume's information can be shuffled around to best suit the applicant. A CV is intended to be a full record of your career history and a resume is a brief, targeted list of skills and achievements.

Let's revise:

CV – long, covers your entire career, static.

Resume – short, no particular format rule, highly customizable.

Usage around the world

A resume is the preferred application document in the US and Canada. Americans and Canadians would only use a CV when applying for a job abroad or if searching for an academic or research oriented position.

In the UK, Ireland and New Zealand, a CV is used in all contexts and resumes are not used at all. The CV prevails in mainland Europe.

In Germany, the CV is more commonly known as a Lebenslauf (true to the latin origins) and is only one of many application documents the German job seekers must produce to get an interview.

In Australia, India and South Africa, the terms resume and CV are used interchangeably. The term resume is used more for jobs in the private sector and CV is more commonplace when applying for public service positions.

SOURCE: esl.com

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Umiejętności	<ul style="list-style-type: none"> Prawo jazdy - kat. B Bezwzrokowe pisanie na komputerze Prowadzenie szkoleń w atrakcyjny sposób (potwierdzone referencjami firm KTY, KYT) 	
Cechy charakteru	<p>Łatwość w nawiązywaniu kontaktów, wysoka kultura osobista, odporność na stres, zdolności organizacyjne, koordynowanie pracy w grupie, odpowiedzialność</p>	
Zainteresowania	<p>Kultura dalekowschodnia, sport (narcciarstwo, pływanie), wspinaczka górską</p>	
<p><small>Niniejszym oświadczam, że wyrażam zgodę na przetwarzanie moich danych osobowych w celu przeprowadzenia procesu rekrutacji (zgodnie z ustawą z dnia 29.08.1997r. o ochronie danych osobowych Dz. U. Nr 133, poz. 883).</small></p>		