

Difference between a CV and a Resume

Difference between CV and Resume is more than the difference in spelling. It is true that the CV is more of a British thing and Resume an American concept, there are however, many more dissimilarities than the one pointed out above. Explained below are the major difference, usages, as well as writing tips for CV and Resume.

CV vs Resume: What do they actually mean

A Curriculum Vitae (CV), which literally means 'Course of Life' in Latin, is a comprehensive document listing out the complete educational as well as professional life. It is an academically inclined living document updated with latest information (publications, projects) from time to time. There is no ideal length of a CV as it lists all accomplishments.

[Resume](#), French for abstract, on the other hand, has only one purpose- 'Stand out from the competition'. This single page professional sketch is invariably used for corporate positions. Your Resume emphasises your experiences, skills, learning and competencies related to the particular position you are applying to. It will be different for different positions and organisations. Owing to the purpose, this document should be as crisp as possible, ideally, a single page document. Students aspiring for [MBA](#) should send a Resume.

Resume vs CV: What to use where

Another major difference between CV and Resume is that your CV outlines all your academic accomplishments. It is specifically used for applying for academic positions, fellowships, research positions, grant applications. Resume is used in case you are [applying](#) for corporate positions, not-for-profit organisations, public and corporate sectors.

CV vs Resume: What to add

Unlike your CV, which begins with your latest academic qualification, a resume lists your academic qualification at the end. Whatever type of document you chose to create, list your latest accomplishments or positions held first i.e. arranged in reverse chronological order (RCO).

Difference between CV and Resume

Elements	Curriculum Vitae	Resume
Name and Contact Information	Yes	Yes
A brief summary of quantifiable expertise and skills	No	Yes
Employment Highlights	Relevant to the position	yes
Academic Qualification	Yes	Yes

Academic projects	Yes	No
Internships	Yes	Yes
Awards and honours received	Yes	Relevant to the position
Scholastic Achievements	Yes	Relevant, Briefly
Workshops and Seminars	Yes	Relevant only
Areas of Interest	Yes	Relevant only
Projects, Grants, Honours and Awards	Yes	Relevant only
Publications and Presentations	Yes	Relevant
Professional Memberships and Fellowships	Yes	Relevant
Scholastic Achievements	Yes	No
Extracurricular Achievements	Briefly	Only if space permits

Apart from the difference between CV and resume listed above, whatever the type of document you choose to create, a list of guidelines are required to be followed

1. No personal pronouns (strictly): It is your resume; you do not need to mention yourself here. Remove personal pronouns like, I, me, my, you, he, she, it, we, they, him, her, us, and them.
2. Font and font size: You do not know if the receiver is viewing your document in Linux, Mac or Windows. Choose those fonts which can be viewed in all types of word processors and OS without distortion. Play safe; use Arial, Times New Roman, and Tahoma. Font size 12 for headers and 11 for section content is easily readable and preferable
3. Schooling information: Resume and CV are professional documents. Use schooling details and achievements only if you are a teenager.
4. Highlighting: Use strong action words to highlight your credentials e.g. researched, organized, incorporated, carried out, collected, monitored, guided, supervised etc.
5. Proofreading: Proofread carefully. In fact, read, edit and read again before you send it. Finally, run the document through spell-check. Misspellings and typos often prove to be fatal.
6. Finally: Convert your document to PDF before sending.

For more information, please contact Khaira Education @khaira.education@gmail.com