

Quick Comparison: Curriculum Vitae (CV) vs. Resume

	Curriculum Vitae (CV)	Resume
Goal	<ul style="list-style-type: none"> To obtain an academic position or grant 	<ul style="list-style-type: none"> To obtain a non-academic job
Audience	<ul style="list-style-type: none"> Fellow academics 	<ul style="list-style-type: none"> Potential non-academic employers Networking contacts
Structure	<ul style="list-style-type: none"> Text-rich, narrative style 	<ul style="list-style-type: none"> Minimal text supported by achievement-oriented bullets
Header Information	<ul style="list-style-type: none"> Include “<u>Curriculum Vitae</u>” along with contact information Remove hyperlinks 	<ul style="list-style-type: none"> Contact information only Remove hyperlinks
Content	<ul style="list-style-type: none"> Complete history of your academic pursuits, including academic research, teaching, awards, and service Tailored to highlight your fit with a specific job / department / institution 	<ul style="list-style-type: none"> Snapshot of your most relevant skills and experience Tailored to highlight your fit with a specific job / firm / industry
Length	<ul style="list-style-type: none"> Flexible; as long as necessary to tell your story Typically 3-4 pages for doctoral-level graduates Typically 1-3 pages for master-level graduates 	<ul style="list-style-type: none"> Limited to 1 to 2 pages Typically 2 pages for doctoral-level graduates Typically 1 page for bachelor and master-level graduates Never more than 2 pages
Unnecessary Information	<ul style="list-style-type: none"> Activities outside of the core academic pursuits of research, teaching, and service 	<ul style="list-style-type: none"> Anything not relevant to the role / function / industry for which you are applying Personal statement

Guide provided by:
Career & Civic Engagement