

Resume or Curriculum Vitae (CV)?

<http://jobsearch.about.com/od/curriculumvitae/a/curriculumvitae.htm>

What's the difference between a resume and a CV? The primary differences are the length, the content and the purpose. A resume is a one or two page summary of your skills, experience and education. A goal of resume writing is to be brief and concise since, at best, the resume reader will spend a minute or so reviewing your qualifications.

A Curriculum Vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details.

When to use a CV

In the United States a Curriculum Vitae is used primarily when applying for international, academic, education, scientific or research positions or when applying for fellowships or grants.
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As with a resume, you may need different versions of a CV for different type of positions.

What to include in your CV

Like a resume, your CV should include your name, contact information, education, skills and experience. In addition to the basics, a CV includes research and teaching experience, publications, grants and fellowships, professional associations and licenses, awards and other information relevant to the position you are applying for. Start by making a list of all your background information, then organize it into categories. Make sure you include dates on all the publications you include.

How to write a CV

Colorado College's Career Center lists important points to consider when preparing an effective Curriculum Vitae. It should be:

- * Clear – well-organized and logical
- * Concise – relevant and necessary
- * Complete – includes everything you need
- * Consistent – don't mix styles or fonts
- * Current – up-to-date