



## RESUME UPDATE

# RESUME VERSUS CURRICULUM VITAE

What's right for you? What's right for the position?

### RESUMES

A Resume is normally a concise one-page, (no more than two page) summary that describes an individual's education, employment history, skills, awards, biographical information, and other accomplishments.

It is intended to focus and highlight just the main strengths of the individual, and demonstrate fit for the particular position. To do that it should be concise, original, specific and related to the position one is applying to.

It is in the applicant's best interest to change the resume from one job application to another tailoring it to the needs of the specific position.

A resume is the most common accepted job application tool in the United States. Unless otherwise specified you should apply for a job using a resume. Outside the United States an applicant should research what the preference is for that country.

#### **All resumes should contain this following basic information that can be adapted accordingly:**

- Personal Information (Name, Address, Phone, Email)
- Summary (should describe who you are, your professional areas of focus, past work environments or training and your strengths)
- Education (may include GPA, honors and study abroad if relevant)
- Professional Experience (includes job title, dates worked, name of the employer and accomplishment statements describing your experience)
- Technical Skills (computer skills)
- Additional Skills or Memberships (includes things that are relevant to your job search: active membership in organizations, clubs, charity fund raising etc)
- Language

### CURRICULUM VITAE

A Curriculum Vitae (CV) is more detailed and is meant to describe each and every job, training course and accomplishment in full. CV's are typically used when applying for positions in the academic or scientific fields.

Thus, CV's tend to be longer (more than two pages) and more informative as they provide a complete academic, work and educational history.

Normally, employers seeking individuals for higher education positions prefer a CV over a resume because it is comprehensive.

When applying for job internationally, CV's are more commonly used than resumes. Applicants should research what the preference is for that country.

#### **A typical Curriculum Vitae format covers the following:**

- Personal Information (Name, Address, Phone, Email)
- Education and Training
- Professional Experience
- Research Experience
- Publications
- Personal Skills and Competencies
- Other Skills and Competencies (acquired outside formal training)
- Language