

RESUMES vs CV's

You may be asked to provide a professional resume or a curriculum vitae (CV) for many internships, jobs, graduate programs, scholarships, or grants that you apply for. Where you want to go and the opportunities you are seeking will decide which one you should submit. Check out some of the primary differences between these two documents below!



	RESUME	CV
PURPOSE	To construct a professional identity, typically used for employment, internships and graduate school.	To construct a scholarly identity, typically used for applying to graduate programs, fellowships and grants.
LENGTH	Ideally 1 page, 2 pages maximum depending on the industry and experiences.	Typically 3+ pages.
FORMATTING	Consistent fonts, margins, spacing , set up, etc. Bulleted format for descriptors.	Consistent fonts, margins, spacing , set up, etc. It is recommended to use a bulleted format over paragraphs for descriptors.
CONTENT	Individualized to each employer/grad program. Education, jobs internships, volunteer work, extracurriculars, skills, honors/awards, professional development, etc.	Individualized to each employer/grad program. Same content as resume, but may be more emphasized on research, academic projects, presentations, publications and other things with an academic focus. Those with a PhD should include a brief description of their dissertation.
REFERENCES	If employer asks for references make sure to provide them on a separate page.	Three professional references listed on a separate page OR at the end of the CV.
PERSONAL INFO	For positions in the US you do not include personal info (SS number, birth certificate, relationship status, etc.) This information should only be submitted after you have accepted a formal offer.	For positions outside the US if a CV is required, you may need to include personal information including citizenship, passport data, birthdate and location, martial status, age, etc. Check with the specific application instructions or call to find out.
OTHER	Most common format used when applying to US jobs and internships.	More common in other countries (ex. Europe, Asia, Middle East, Africa).