

Comparing CV and Resume

What is the difference between a **curriculum vitae (CV)** and a **resume**? A resume is a concise snapshot highlighting specific skills and work history relevant to a specific job. In contrast, the CV is an in-depth, comprehensive document detailing your complete academic and professional history. Both documents must provide a persuasive account of your specific skills and experiences. Differences between the two documents are further described below:

CV

- **Audience:** Often speaks to an academic audience and documents your academic and intellectual accomplishments.
- **Goal:** Demonstrate your academic achievements and scholarly potential; include research, teaching, and honors
- **Length:** There is no page limit. The CV showcases a full, detailed history of your experiences and grows as your career grows.
- **Essential information:** Publications, presentations, research and teaching experience, honors, and grants

Resume

- **Audience:** Often read by hiring managers and recruiters in a non-academic organization and should be tailored to the specific position being applied for.
- **Goal:** Represent the skills and experience necessary to succeed in the position from all areas, including job-related, volunteer, and extracurricular activities
- **Length:** Limited to 1 to 2 pages focused on the most relevant information.
- **Essential information:** Skills and experiences that are relevant to the position you are seeking