

CV or Resume: Which do you need?

Resumes and CVs are documents that demonstrate the experiences you have that are relevant to the reader. In the United States, a resume summarizes your skills and experiences for a particular position. A curriculum vitae, CV, or vita is a more comprehensive document detailing education, experience, and professional qualifications, usually in academic settings. Expectations for which type to use depend on the setting.

Who might ask for a “resume”?	Who might ask for a “CV”?
Employers (US term) Graduate/professional school applications Scholarship applications	Employers (international term) Graduate/professional school applications Fellowships and grants for graduate school Applications for faculty positions at colleges and universities

Unlike a resume, which is generally 1-2 pages even for experienced candidates, a CV for a midcareer professor can be 20 pages long. **As you start graduate school, however, your CV will be similar in content and length to your resume.**

For both of these documents, the primary goal is to show your experiences that are relevant to the position or program. Many general sections, such as education, experience, relevant coursework, honors and awards, are often the same. Below you will see some of the possible differences:

	Graduate/ Professional School Applications	Employment	Scholarships or Fellowships
<i>Terms for the document</i>	Resume, CV, curriculum vitae, vita	Resume (in the US)	Resume, CV, curriculum vitae, vita
<i>What does the reader want to know?</i>	Do you have the academic experience and scholarly potential to succeed?	Will your skills and experience benefit the organization?	Do your experience and goals fit the criteria for the award?
<i>Possible Section Headings</i>	Research experience Teaching experience Scholarly publications or presentations References	Objective or profile statement Work experience Activities Skills	Work experience Research experience Publications Activities
<i>Length</i>	1-2 pages, as relevant	1 page	Dependent upon relevant experience

Where can you get feedback on your materials?

The Career Center (serves all students at the university)

- Drop-in review services (see www.careercenter.illinois.edu/services/resume.php for times and locations)

Graduate College Career Services Office (serves graduate students at the university)

- Drop-in hours (see grad.illinois.edu/careerservices/advising for times)

Career Services Network (www.careerservices.illinois.edu)

- Other career services offices may be available to assist you with your materials, depending on your field of study.

Where can you learn more about resumes and CVs?

For more information on resumes and CVs, visit The Career Center and the Graduate College Career Services Office websites:

Resumes:

www.careercenter.illinois.edu/guides/resume.php
grad.illinois.edu/careerservices/nonacademic/resumes

CVS:

grad.illinois.edu/careerservices/academic/cvs

A variety of print resources are available at The Career Center that show sample resumes and CVs.

CV EXAMPLE

Christopher Careers cc@illinois.edu	
715 S. Wright St. Champaign, Illinois 61820 217.333.0820	
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Education	
University of Illinois at Urbana-Champaign	Expected May 2010
Bachelor of Arts in Psychology	
▪ Leadership Certificate Completed: May 2008	
▪ Major GPA: 3.78/4.00	
Research / Internship Experience	
Veteran's Administration Hospital, Champaign, Illinois	August 2008 - Present
<i>Psychology Intern</i>	
▪ Assist in outreach efforts to contact veterans and describe available services	
▪ Aid in data collection and records compilation	
▪ Staff the grief crisis hotline for the families who lost loved ones in the Iraq and Afghan wars	
▪ Shadow a group behavior therapist during counseling sessions (5 hours/week)	
Psychological Research Foundation, Champaign, Illinois	June 2008 - August 2008
<i>Research Assistant, University of Illinois</i>	
▪ Assisted in research on adolescent learning models for the St. Louis School District	
▪ Analyzed data using SPSS-X and SAS	
▪ Executed basic programming in BASIC and PASCAL	
Honors and Awards	
<i>First Place: Poster Presentation, Student Interdisciplinary Research Symposium</i>	May 2009
University of Illinois at Urbana-Champaign	
<i>James Scholar</i>	November 2008 - Present
University of Illinois at Urbana-Champaign	
<i>Dean's List</i>	August 2007 - Present
University of Illinois at Urbana-Champaign	
Presentations	
<i>University of Illinois at Urbana-Champaign, Student Interdisciplinary Research Symposium</i>	May 2009
▪ Presented poster on the effects of stress on college students resulting from final examinations	
<i>Boys and Girls Club of Champaign</i>	July 2007
▪ Served as end of summer guest speaker and highlighted the importance of an education to a brighter future	
Collegiate Activities	
<i>Interfraternity Council, Vice-President</i>	April 2009 - Present
University of Illinois at Urbana-Champaign	
▪ Coordinate philanthropic activities, such as fundraisers and volunteer days for local charities, with campus fraternities	
▪ Provide fiscal guidance to the Council as Chair of its Budget Committee for a \$5000 annual budget	
<i>Undergraduate Counseling Student Association, Secretary</i>	August 2008 - April 2009
University of Illinois at Urbana-Champaign	
▪ Organized the 1st annual, campus-wide Student Counseling Association Symposium	
▪ Initiated and maintained communication with the National Counseling Student Association	