

# Graduate Career Services

The Graduate School and Division of Student Affairs

## What are the differences between a CV and a Resume?

At the functional level, CVs and Resumes both serve to communicate information about your background to a potential employer. While they share some similarities in appearance, there are fundamental differences you should be aware of:

	CV	Resume
<b>Audience</b>	Fellow academics in your field	Employers seeking to hire for a variety of positions
<b>Length</b>	Highly flexible	1-2 pages
<b>Focus</b>	Academic achievements & scholarly potential	Experiences; job-related, extracurricular & volunteer, accomplishments
<b>Essential Elements</b>	List of publications, presentations, teaching experience, education & training, honors, and grants	Skills and experiences related to the job you seek
<b>Extraneous</b>	Activities unrelated to academic pursuits	Complete list of publications, presentations, and classes you've taught
<b>References</b>	Include	Don't include
<b>Goal</b>	Full history of academic credentials – teaching, research, awards, and service	Brief snapshot of your skills and experiences that communicates your ability to perform the job you seek
<b>Content</b>	Static. Categories can be re-ordered to emphasize teaching vs. research	Dynamic. Fully customized and tailored to the requirements of each individual job application