



Curriculum Vitae

What is the difference between a CV and a Resume?

It is a common misconception that a resume is just a shorter version of a Curriculum Vitae (CV). A CV is distinguished from a resume not by its length but by its content. For most young job seekers, a resume is usually all that is required. However, it may be useful to develop a CV as you further your education and complete additional professional assignments.

Curriculum Vitae: A CV is a comprehensive biographical statement (usually three pages or more) emphasizing professional qualifications and activities.

Resume: A resume is an individually designed summary (usually one or two pages) of educational and professional qualifications intended to demonstrate fit for a particular position or type of position. It focuses attention on the individual's strongest qualifications and develops them to fit the specific or general purpose for which the material is provided.

When to use a CV

There are numerous times when a CV may be better than a résumé. Some examples are when you need to:

- Establish your professional image
- Apply for admission to graduate or professional school
- Apply for internships in academic or some professional fields
- Describe your areas of expertise when applying for independent consulting
- Support your application(s) for fellowships, grants, or other contract funding proposals
- Introduce yourself when making presentations at professional conference
- Establish credibility when submitting a manuscript proposal to an academic journal or press

A CV could be used for many purposes, but it is not advisable to use the same copy for all of them. You should decide who your reader(s) will be, and then adapt the CV so that it best represents you for the specific purpose(s) for which it is to be used. It is important that you update your information regularly and accurately.

What to include

The following are suggestions on different types of information that you could include in your CV. Select as many as possible of the sections that would best represent you. Design your CV to emphasize your strengths and your achievements. Don't worry if you don't have information for all the sections. Just use those that are useful to you, and will show off your skills and qualifications.

- Identification information
- Education (in reverse chronological order)
- Relevant work experience
- Special awards and honors
- Publications authored/edited
- Presentations
- Recent and current research
- Grants received
- Professional association membership
- Professional service
- Community involvement
- Other competencies
- Current interests
- References

For help with your CV or any other career-related issue, come see us in the Career Center!

SUB 3100
Monday-Friday 8am-5pm
660.785.4353
careers@truman.edu