

## CV VERSUS RESUME

A curriculum vitae (CV) is the standard way of presenting your application for academic or research-based employment.

Your choice to utilize a CV or resume in your job search will depend on the type of position you are seeking. For academic or research positions, a CV is the appropriate choice. For most other jobs, a resume is best. There are unique differences between a CV and a resume. If you are looking for jobs both within and outside of academia, you should construct both a resume and a CV and target the documents to each specific job opening. You should also include a formal cover letter with your application specifically outlining your qualifications for the position as described in the job posting.

	<b>CV</b>	<b>RESUME</b>
<b>AUDIENCE</b>	Academic/Research	General
<b>INCLUDES</b>	Full academic history including: teaching, research, work experience, publications, grants, awards, and service.	Education, skills, and experience in the field you are seeking.
<b>LENGTH</b>	No length restriction.	If you have enough there can be a second page, but one is optimal.
<b>FOCUS</b>	Focus is on academic achievements, experience, research, and teaching potential.	Focus is on knowledge, skills, abilities, and certifications that demonstrate qualifications for target job.
<b>ESSENTIAL INFORMATION</b>	Contact information, education, publications, presentations, teaching experiences, honors, research interests, grants, and service.	Contact information, education, skills and experience.
<b>REFERENCES</b>	Include	Have available as a second document.

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