The CV
Cheat Sheet

Below you will find a quick reference cheat sheet for the key things you need to remember when writing your **curriculum vitae (CV)**.

The first question you need to ask yourself, is do I need a **CV** or a **resume**?
In general, a CV is for people trying to define themselves in scholarly terms, while a resume is for people trying to define themselves in professional terms.

While they do share a lot of similarities, they are also very different in many ways. Here's a quick chart to show you the differences:

	LENGTH	PURPOSE*	COUNTRIES USED	USAGE
CV	2+ pages	Detail, achievements, awards	Europe, North America	Academic (for North America), all uses in Europe
RESUME	1-2 pages	Skills & experienced based	North America	Professional

please refer back to our article for a more in-depth explanation of this category

The main thing to remember is that a CV is much longer, includes much more detail (specifically about awards and achievements), and generally speaking is used in academia & research (unless you are in Europe).

Chances are, the only time you'll be using a CV in North America is if you are a scholar as opposed to a general professional.

CV Formatting Crib Sheet

Remember to include these key points in order when formatting your CV:

1) Names, address, telephone number, email, website, photo (Europe only)
2) A brief bio
3) Educational history (reverse chronological order) and work experience
4) Areas of interest
5) Any special skills you have
6) Awards and honors, grants or scholarships
7) List of your published work, speaking engagements, panel discussions or symposiums
8) References
9) Miscellaneous details including licenses, study abroad, exhibitions etc.

Note: *You do not want to include your salary requirements in your CV.*

Full Sentences vs. Short Hand

Unlike your resume which uses a lot of short-hand (or "gapping") to describe your experience, on a CV, you always want to provide information using full sentences.

If you need information on writing a CV go back over our "How To Write A CV" article. If you've found that a Resume is more appropriate for your situation check out our exhaustive "How To Make A Resume 101" article.