

CV vs Resume



"When did you say you left school?"

CV???????

- **An in-depth document that can be laid out over 2 or more pages.**
- **It contains a high level of detail about your achievements, a great deal more than just a career biography.**
- **Covers your education as well as any other accomplishments like publications, awards, honors etc.**

CV??????

- **Must be organized chronologically.**
- **A CV is static:**
 - ☐ **Doesn't change for different positions**
 - ☐ **The difference would be in the cover letter.**

RESUME??????

- **Concise document typically not longer than 1 page.**
- **The goal is to make an individual stand out from the competition.**
- **The job seeker should adapt the resume to every position they apply for.**

RESUME??????

- **It is in the applicant's interest to change the resume from one job application to another and to tailor it to the needs of the specific post.**
- **A resume doesn't have to be ordered chronologically, doesn't have to cover your whole career like and is a highly customizable document.**

RESUME VS CV???????

RESUME VS CV

Resume

- A brief summary of your skills and experience over one or two pages.
- Will be tailored to each position
- Information can be shuffled around to best suit the applicant.

CV

- More detailed more than two pages.
- No changes, changes may be made in cover letter.
- Clear chronological order listing the whole career of the individual.

USAGE AROUND THE WORLD

- **Resume is the preferred application document in the US and Canada.**
- **Americans and Canadians use a CV when applying for a job abroad or if searching for an academic or research oriented position.**

USAGE AROUND THE WORLD

- **In the UK, Ireland and New Zealand, a CV is used in all contexts and resumes aren't used at all.**
- **The CV prevails in mainland Europe and there is even a European Union CV format available for download.**

CV TYPES

Chronological

In date order (starting with the most recent first) e.g.

EMPLOYMENT

April – December 2011: Venture – Editing Assistant

Working with Photoshop, I have learnt various editing styles. I have gained customer service experience and understand the importance of listening to what customers want in order to achieve high sales.

February 2009 – March 2010: Topshop – Retail Assistant

My interest in fashion enabled me to help customers and to suggest styles that might suit them. I helped to design the layout of the stock in the store, with an aim to increase our revenue by positioning various items in 'eye-catching' places.

CV TYPES

Skills based or Functional Resumes

Focusing on skills e.g.

SKILLS

- **Attention to detail** – as an Editing Assistant at Venture, I needed to prove that I could spot any mistakes or flaws in the photographs, as well as being attentive to the requests of the customers
- **Computer skills** – I regularly used Photoshop during my time at Venture. I am also a competent user of Microsoft Office, which I proved throughout my time as a Retail Assistant at Topshop, where I was often required to produce reports on our sales
- **Customer service** – in all of my roles, customer service has been of key importance. I have experience of dealing with difficult customers, and try to ensure that every customer is satisfied with the service they have received.

PERSONAL DETAILS

- Name (as a heading rather than 'CV')
- Website/online portfolio/CV
- Address (term-time and home)
- Telephone number
- Email address
 - Make sure this is a professional email address
- The following are not requirements, but if you wish, you can include:
 - Nationality
 - Sex
 - Date of birth

TOPICS OF FINAL EXAMS

- 1. 7 Cs**
- 2. Formats of Letters, Memos**
- 3. Letters (Good News Messages)**
- 4. Informal Reports**
- 5. Formal Reports**
- 6. Proposals**
- 7. Bad News Messages**
- 8. Resume V CV**
- 9. Instructions & User Manual**

Education and Qualifications

- Start with the most recent
- Don't forget your current study
 - Mention relevant modules
 - You might like to mention top marks
- You don't have to put your grades on if you weren't happy with them
- Include the years of study
- Primary school not needed

Education and Qualifications

2011 – Present

University of Kent

BA (Hons) Fine Art

Modules include: Contextual Studies, Creative Investigations

Project: Communication and Critique

2009 – 2011

Maidstone Grammar School

A-levels: Media Studies (A), Art (B),
Information Technology (C)

2005 – 2009

Wrotham School

GCSEs: 8 GCSEs including English and Maths

Work Experience

- There is no need to list every job you've ever had – detail the most relevant
- Don't just list your duties – sell your skills. Which skills are relevant to the position/company you are applying to?
- Dates, name of company, position and skills:

April 2010 – Present

Museum of Kent Life

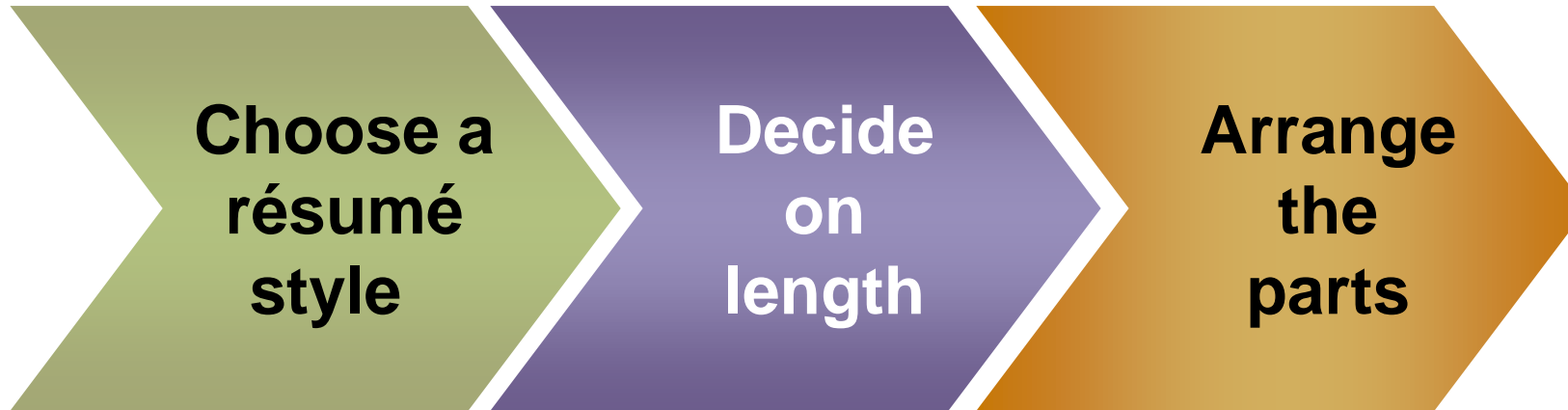
As a shop assistant, I have learnt the importance of providing great customer service to gain maximum sales. I am responsible for organising stock and ensuring that costs are controlled. Carrying out weekly risk assessments has increased my awareness of health and safety issues.

WRITING A CUSTOMIZED RÉSUMÉ

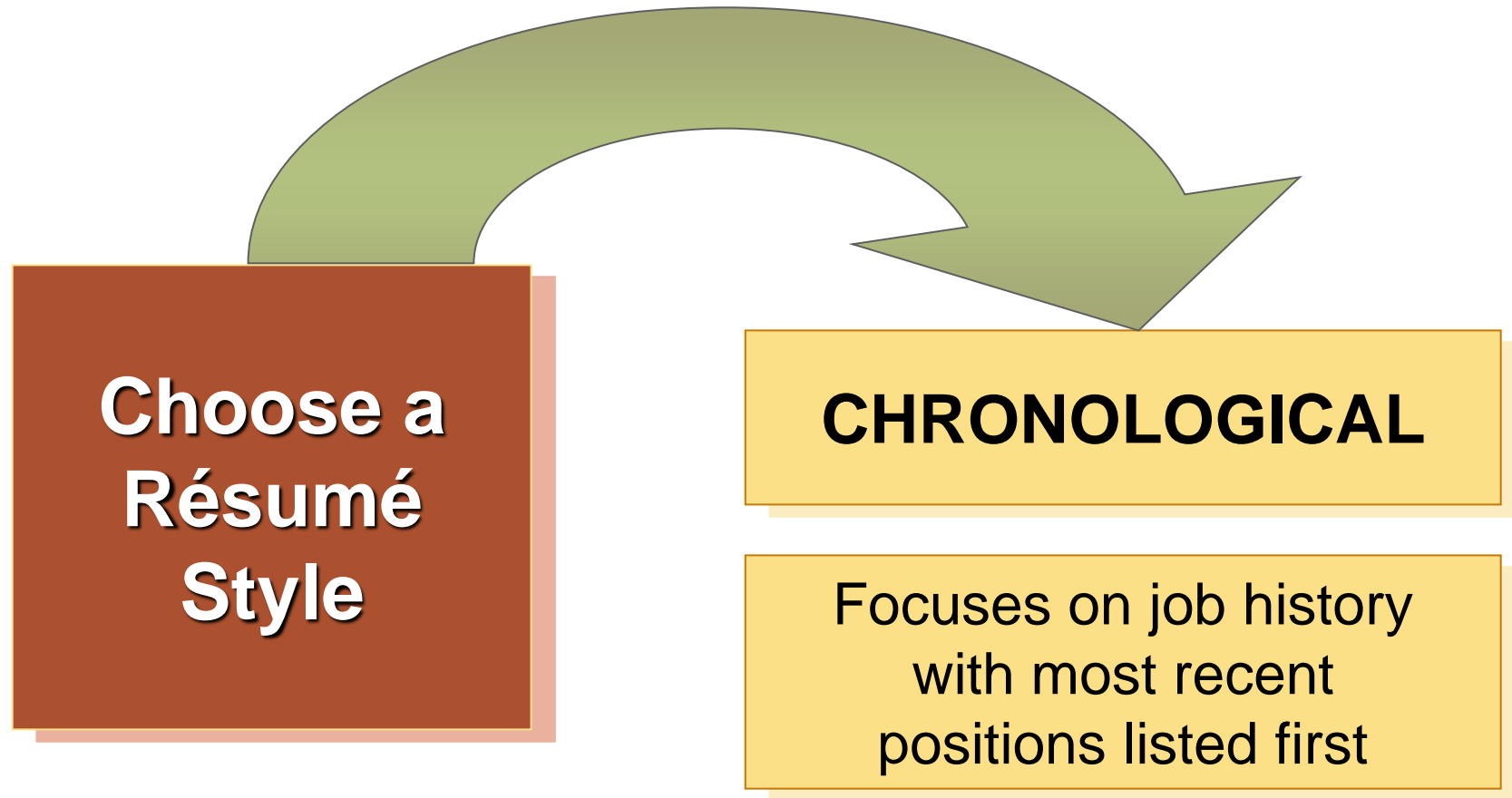
○ Preparation

- **Research the job market.**
 - ☐ **Use newspapers, the Web, and other resources to learn about jobs, qualifications, and employers.**
- **Analyze your strengths.**
 - ☐ **What will sell you for the job you want?**
- **Study other résumés as models.**
 - ☐ **Experiment with formatting.**

WRITING A CUSTOMIZED RÉSUMÉ



CHOOSING A RÉSUMÉ STYLE

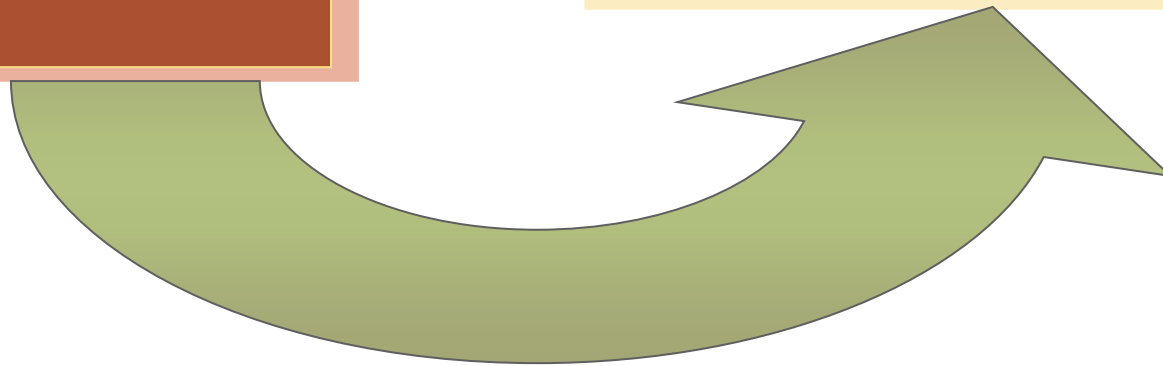


CHOOSING A RÉSUMÉ STYLE

**Choose a
Résumé
Style**

Focuses on skills

FUNCTIONAL



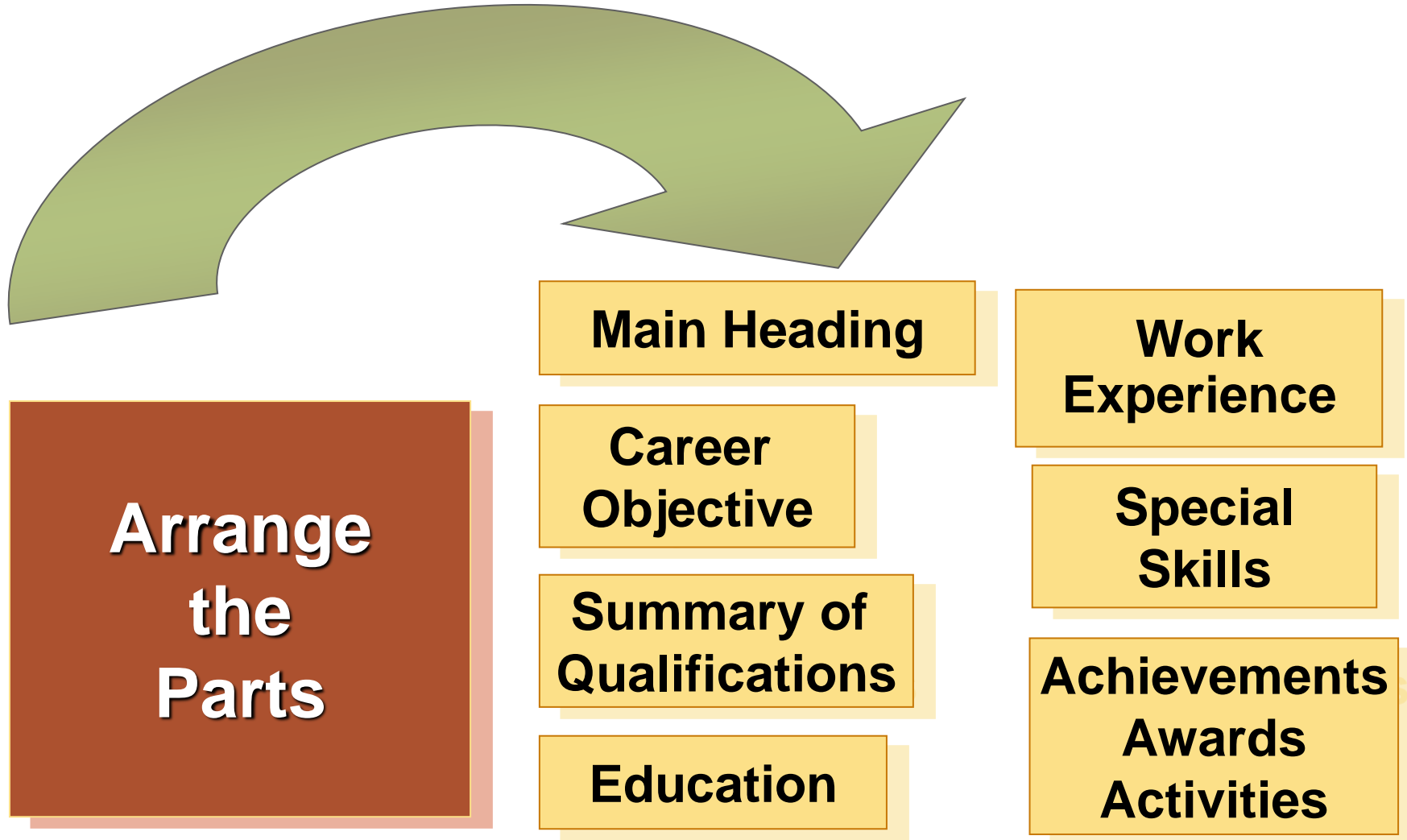
DECIDING ON LENGTH



**Decide
on
Length**

Make your résumé as long as needed to sell your skills to recruiters and hiring managers.

ARRANGING THE PARTS



ARRANGING THE PARTS

Heading and Objective

- List your name, address, phone, and e-mail address.
- Include a career objective only for a targeted job.
- Ideally, name job title, area of specialization, and type of company.