

What is a CV?

In its full form, *CV* stands for curriculum vitae (latin for: course of life). In the US, Canada, and Australia, a CV is a document you use for academic purposes. The **academic CV** outlines every detail of your scholarly career. You use it when you apply for jobs. A Curriculum Vitae contains details about your education, professional career, publications, awards, honours, and other achievements. In some of the countries, CV is mostly only for academic applications: academic jobs, grants, research fellowships, etc.

What to include in a CV?

- . 1 Contact Information
- . 2 Research Objective, Professional Profile, or Personal Statement
- . 3 Education
- . 4 Professional Academic Appointments
- . 5 Books
- . 6 Book Chapters
- . 7 Peer-Reviewed Publications
- . 8 Other Publications
- . 9 Awards and Honors
- . 10 Grants and Fellowships

- . 11 Conferences
- . 12 Teaching Experience
- . 13 Research Experience / Lab Experience / Graduate Fieldwork
- . 14 Non-Academic Activities
- . 15 Languages and Skills
- . 16 Memberships
- . 17 References

What is a Resume?

A *resume* (or **résumé**, from French “to sum up”) is a short, concise document used for job applications in the US and Canada. The purpose of a resume is to provide recruiters with a brief overview of the candidate’s work history. A good resume should be targeted at a specific job and one to two pages long.

- . **1 Contact Information**
- . **2 Resume Summary or Resume Objective**
- . **3 Work Experience**
- . **4 Education**
- . **5 Skills**

. **6 Additional Sections** (Awards, Courses, Publications, Certificates, Conferences, etc.)

Difference between CV and resume lies in the length, layout, and purpose of these documents. CVs have no length limit; resumes are typically one to two pages long. A CV details the whole course of the candidate's academic career; a resume summarizes skills and work experience. CVs are used for academic purposes, resumes—to apply for jobs.

Designing a resume

Design a one page resume. Please keep in mind the instructions given. As this is an open book assignment, please feel free to browse through good example and use templates if you need.