

The Difference Between Resumes and CVs

The Resume

- Is something we gladly help students with at L&S Career Services Office
- Resources can be found on our website: www.lssaa.wisc.edu/careers, in our library, and on the internet at www.rileyguide.com
- Presents your background and qualifications in a concise manner, highlighting your strengths and accomplishments in 1-2 pages
- Is a common format used by anyone seeking a position in most fields
- Is commonly read in 30 seconds!
- Serves as your initial contact with a prospective employer, presenting the best of you
- Aims to attract attention, create interest, and provoke action in an interview
- Utilizes either a *chronological format* (information presented in reverse chronological order), a *functional format* (relevant experience presented by de-emphasizing dates and focusing on professional skills and accomplishments) or a *hybrid* of the two
- Begins with your name, address, etc.
- Includes all college, university, and professional school information
- Also includes information about paid and unpaid experiences, coursework, internships, tutoring, volunteer work, student clubs and activities, and field work experience
- Emphasizes transferable skills by presenting strengths and explaining achievements in a variety of formats
- Targets your skills and strengths to match the positions you're applying for

The CV (Curriculum Vita)

- Is something that we can help students with at L&S Career Services, though many students will be better served at Education Portfolio and Career Services (<http://careers.education.wisc.edu/>).
- Additional resources can be found through the Writing Center: www.wisc.edu/writing, Helen C. White library materials, professors, and The Riley Guide: www.rileyguide.com
- Is a comprehensive biographical statement, typically 3-8 pages emphasizing professional qualifications and activities
- Is a common format used by anyone working in an environment, such as Higher Ed, think tanks, science and select research and development groups
- Is reading-intensive due to number of pages
- Serves as your initial contact with a prospective employer, presenting the best of your experience
- Aims to attract attention, create interest, and provoke action... an interview
- Begins with your contact information
- Includes an objective and a summary of qualifications, explaining your education and experience as it relates to the position
- Is followed by a summary of skills and professional background info: education, accreditations, academic achievement, affiliations, Ph.D. dissertation info, honors, awards, and achievements, teaching experience, research experience, publications, presentations
- Includes an address where credentials can be found
- Targets your skills and strengths to match the position and organization