Curriculum Vitae & Resumes

For Graduate Students

What is the difference between a curriculum vitae and a resume?

The **curriculum vitae (C.V.)** is a comprehensive list of your educational, academic, professional, research, and work experiences and a staple of the academic world. The C.V. documents your entire academic career and continues to expand each year. This is the academic resource you will need to apply for faculty positions, some administrative positions in academia, and research positions in industry.

Resumes are a required staple of the professional job market. The resume is a condensed (two page) document that highlights your best and most applicable skills for a specific job/ position. It can be useful to write your curriculum vitae first so that you have a master document of all your experiences that you can draw from when drafting your resume.

Can I use the same resume to apply for every job?

No. Your resume is a document that should highlight the specific skills and experiences that are most relevant to a specific job. For example, suppose there are two data science jobs: one data scientist job that focuses on machine learning and data mining techniques in a research firm and another data scientist job that emphasizes forecast and prediction modelling and visualizations using Tableau in a financial consulting business. You will want to use a version of your resume that emphasizes the requirements for each job. The research firm might be more interested in your skills in the context of your research experience and ability to work as part of a team at a fast pace. The financial consulting firm would want to know about your skills in relation to developing leadership, problem-solving, and clearly expressing ideas. Your job is to create a resume that makes it easy for your reader to ascertain that you have the skills and experiences that they are looking for. Also, many companies use applicant tracking systems that have search engine optimization software to search for specific keywords, so be sure to include those in your resume.

Can I use the same C.V. to apply for every job?

No. Academic positions often have a research emphasis, or a teaching emphasis, or sometimes a combination of the two. If you are applying for a research-intensive position, then place your research experiences, papers, presentations, and grants early in the C.V. If you are applying for a teaching-intensive position, place your teaching experience, teaching-related publications, and teaching conferences, workshops, and certificates early in the C.V. Give your reader the information they want the most first!

How long can my resume be?

For graduate students and post-docs, it is assumed that you have enough experiences for a two-page resume, but always note the requirements for a specific job ad.

Curriculum Vitae vs Resume – for Graduate Students

C.V.	Resume
Comprehensive list (unlimited length) of your educational, academic, professional, and work experience	**Shorter, more focused** document (1-2 pages) designed to highlight your best and most applicable skills and experiences for a specific position
Does not have a specific focus, although it may be tailored slightly differently for a teaching position vs a research-focused university position	**Is tailored for each job, using the keywords and skills** listed in the job ad
Begins with your educational history in reverse chronological order (most recent to the past)	**May or may not begin with your educational history** (in reverse chronological order). If your degree is not of primary importance compared to your skills and experiences, you may list education later in the resume
Is a **chronological history** of your entire academic career	Is a **skill-based history** of relevant experiences in chronological order
Sometimes begins with a Summary or Professional Profile if you don't have a significant research record	Doesn't usually begin with a summary or professional profile.
Emphasizes all of your **research and teaching experiences**	Emphasizes your **relevant work (which may include research and/or teaching) and professional experiences** as they relate to the job ad
Uses **bullet points with action verbs** to break down some experiences, such as teaching, into **identifiable skills** that may or may not be relevant to the position	Uses **bullet points with action verbs** to break down each research or work experience into **identifiable skills** that are **relevant to the job,** using the **keywords from the job ad**
Will include any **relevant professional certifications**	Will include any **relevant professional certifications**
Includes **technical and language skills**	Includes **technical and language skills**