

Curriculum Vitae (CV) or Resume – Which is Right for Me?

What is a CV?

A curriculum vitae, commonly called a CV, is a comprehensive written summary of one's academic background and work experience. It contains much of the same content found on a resume (e.g. contact information, work history) as well as separate sections for teaching and/or research experience, publications, presentations, grants, professional affiliations, and awards. Given the amount of information covered in a CV, the document is generally a minimum of two pages. In contrast, a resume is a clear and concise written summary of education, skills and experience and is generally kept to one page.

It is common for higher education faculty, graduate students and others affiliated with academia and research to have a CV.

Do I need a CV?

Most employers seeking to hire students for full-time jobs or internships prefer for students to submit resumes as part of their application; the concise nature of a resume lends itself well to quickly reviewing a candidate's skills and determining if he or she may be a good fit for the organization. Most employers do not request a "true" curriculum vitae as part of a job or internship application.

But This Employer Requested a CV!

Some employers use the terms "CV" and "resume" interchangeably. This is common for academic organizations, those whose primary focus is on research, or international organizations not based in the United States. As an undergraduate or recent bachelor's degree recipient, it is acceptable in most cases to submit a resume instead of a true CV. If you are unsure about which type of document to provide, you are encouraged to discuss the situation with a faculty member, a career services advisor, or the employer contact.

For more information about using a CV for the international job or internship search, check out our Finding Work Abroad tip sheet.

Incorporating CV Sections into a Resume – a Hybrid Approach

Although most employers do not require a CV for their application processes, there may be times when you should consider incorporating CV elements into your resume.

There are no set rules to follow when deciding to use a regular resume versus one that blends in text normally found on a CV, but the following are good examples of situations where submitting a "CV-like" document is appropriate:

- Applying for an undergraduate research position
- Applying for a scholarship
- Submitting an application to graduate or professional school

It is likely that, as an undergraduate student, you do not have enough academic, research, or presentation experience to develop a "true" curriculum vitae. This is perfectly okay! Your goal is to create a document that reflects your unique educational and work experiences as well as the skills and abilities that relate to the opportunity you are seeking.

The following list represents examples of different category headings you can incorporate into your current resume as you transition from using a resume to a CV.

- Research Interests
- Thesis Summary
- Conferences Attended
- Conference Presentations
- Scholarly Activities
- Research Posters
- Teaching Experience
- Professional Affiliations
- Publications

The following page has samples of CV sections that you may want to add to your resume. Remember, you are creating a document in which the layout, design, and content should vary depending on the audience.

RESEARCH INTERESTS

Classical test theory, item response theory, vertical scaling, equating/linking, structural equation modeling

ACADEMIC ACHIEVEMENTS

Publications

Thymidylate Synthase catalyzed H-transfers: Two Chapters in One Tale, Alex Sample. Submitted. Sample, I., Mousee, N.N., Example, A.E. *The Inhibition of Oxidase Activity of Flavin-Dependent Thymidylate Synthase*. [Journal of Physical Chemistry], 59 (14), 687 – 871, 201x

Recent Presentations

N. N Mousee and Example, I. *Probing the Dynamics-Kinetics Relationship: Kinetic Isotope Effect Studies of E. coli Thymidylate Synthase*, Midwest Enzyme Chemistry Conference, Chicago, IL, May 201x.

Posters

Oxidase Activity of Flavin-Dependent Thymidylate Synthase. Poster session, Chemistry Symposium, San Diego, CA (October 201x)

PUBLICATIONS

Poetry Blog:

“Voices Never Heard,” *Global Press Blog*, May 21, 201x. www.gPress.com

“Silence Heard,” *Global Press Blog*, March 18, 201x. www.gPress.com

Articles:

“Nostalgic Narrative Voices,” *Virginia English Bulletin*, (in press)

Fiction:

“The Bees and the Frogs,” *GLAD*, June 201x

“Coming to Grips,” *Inbound*, Spring 201x

Poetry:

“Returning to Mars,” *Young American*, August 18, 201x

Reference:

Coghill-Behrends, Will, and Rebecca Anthony. 2011. *The CV Handbook*. South Carolina: PhD Books LLC

Resources

Sample CV

<http://go.osu.edu/BaZV>

- This sample, provided by the University of Texas, includes content for Art Education.

Video on Constructing a CV

<http://go.osu.edu/BaZQ>

- This instructional guide, provided by Boston College, addresses differences between resumes and CVs and includes sample sections for a CV. <http://go.osu.edu/BaZQ>