

## Resumes

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

First question: 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 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.

Applicable Career Communities:



### Do I Need a CV?

Probably not! 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 they might be a good fit for the organization. Most employers do not request a “true” curriculum vitae as part of a job or internship application.

### Are you Sure? 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 Career Coach or - even better, as your extra step will demonstrate your serious level of interest - reach out to the employer directly.

For more information the international job or internship search - for which you would us a CV - 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 quite 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.

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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
- Research Posters
- Teaching Experience
- Professional Affiliations/Memberships
- Publications

Below are some samples of CV sections that you may want to incorporate in your resume. Remember, you are creating a document in which the layout, design, and content should vary depending on the audience. However, be sure to use the bibliographic conventions of your field (e.g. APA, MLA) for research and publications. If you want to see a great sample of a CV, go directly to an expert: ask one of your professors if they would show you their own CV! In fact, many of your professors already have their CV's posted on their department pages.

#### Research Interest Sample Section

##### Research Interests

Social and Cognitive Development, Child and Adolescent Clinical Psychology, Attachment Disorder, Temperament

#### Thesis Summary Sample Sections

*Note: your thesis might be included in your Education section, a Research section, or even in a Publication section should it have been selected to be published. Samples of formatting:*

##### Education

The Ohio State University Columbus, OH  
 Bachelor of Science, major in Psychology Anticipated May 2021  
 Minor: Women Gender and Sexuality Studies GPA: 3.75  
 Thesis: "Adverse Childhood Experiences and Reactive Attachment Disorder: Building Protective Factors"

##### Research

**Associate Professor, X, Department of Psychology, The Ohio State University** Columbus, OH  
*Undergraduate Thesis* May 2020 - April 2021  
 • Mentored and guided by thesis advisor Professor X, explored resilience and causal factors between Adverse Childhood Experiences (ACEs) and Reactive Attachment Disorder (RAD) in an adolescent population  
 • Research funded through American Physiological Society Undergraduate Research Excellence Fellowship (UGREF)

#### Professional Affiliation Sample Section

##### Professional Affiliations

Member, Phi Beta Kappa, Ohio State University Chapter April 2019 – Present  
 Student Member, Society for General Psychology, American Psychological Association September 2017 - Present

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