CV vs. Resume Comparison

	Curricula Vitae (CVs)	Resumes
Summary	A detailed overview of your life's accomplishments, especially those most relevant to the realm of academia. As such, these documents have their greatest utility in the pursuit of a job in academia or research	A general and concise introduction of your relevant experiences and skills are targeted specifically for the job description
Goal	To obtain an academic position, research-focused or teaching focused position in academia or another industry, or a grant or fellowship	To obtain a position in government, nonprofit, technology, business, consulting or other industry, etc.
Types	• **Chronological**: Presenting the individual experience on an employer-by-employer basis, with the most recent position listed first. Chronological CVs could also contain a brief personal statement at the front which sets out the key skills and strengths of the candidate • **Functional**: Emphasizing on your skills and expertise • **Combination**: Following both the chronological and functional format	• **Chronological**: Listing by work history, with the most recent position listed first • **Functional**: Focusing on your skills and experience, and might have a concise list of work history at the bottom of the resume • **Combination**: A mix between a chronological resume and a functional resume; it highlights the skills you have that are relevant to the job you are applying for • With **Profile**: A concise summary of an applicant's skills, experiences and goals as they relate to a specific job • **Targeted**: A customized resume to specifically highlight the experience and skills you have that are relevant to the job you are applying for • **Nontraditional**: A unique version of your resume that may include photos, graphics, images, graphs and other visuals (i.e., infographics, video, social media)
Pages	N/A	1-2 pages

Contents	• *Name and Contact Information*
	• Areas of Interest/Personal Statement
	• Education
	• Grants, Honors and Awards
	• Publications and Presentations
	• Employment and Experience
	   o Teaching Experience
	   o Research Experience
	   o Professional Experience, etc.
	• Scholarly or Professional Memberships
	• Leadership/Community Service
	• References
		• Name and Contact Information
		• Qualifications (Target)/ Personal Statement (Profile)
		• Education
		• Work Experience
		• Skills (Functional)
		• Patents, Awards, etc.
		• Publication and Presentation (Recent)
		• Certifications