

Résumé vs. Curriculum Vitae

Do you know...

- The differences between a résumé and a CV?
- When and where you should use a résumé or a CV?
- How to put together a résumé or CV?

Your résumé and CV are two important documents that represent your professional identity. However, many people do not know the distinctions between the two documents and make the mistake of submitting a résumé when a CV is expected, or vice versa. Here's a quick glimpse at the differences between the two documents.

WHAT IS IT?

A **résumé** is a synopsis of the most relevant professional experiences you have for the particular job you are applying for. It is typically 1 to 2 pages in length.

A **Curriculum Vita** (or CV) is a comprehensive record of all your professional activities including education, teaching, publications, awards and others. There is no page-limit on your CV.

WHERE WOULD I USE IT?

Typically, you will use a **résumé** when you apply for business, industry, governmental, and non-profit jobs. However, be ready to present a CV if requested.

Present a **CV** for academic positions including faculty opening, assistantships, and internships; also common to grant, scholarship, and fellowship applications.

WHY IS IT IMPORTANT?

The main purpose of the **résumé** is to help you get an interview. Remember, a polished resume is your chance to make a good first-impression with potential employers.

A well-written **CV** not only can get your foot in the door to the jobs you want, it can also be used for meetings with faculty, career planning, and award applications.

WHEN SHOULD I START WRITING?

Today! You should have a standard **résumé** with the basic information ready for edits. Always update and tailor your resume to the specific position you are applying for.

Today! Your **CV** should grow with you as you develop as a professional. Remember to update your C.V. as you acquire new experiences throughout your career.

HOW DO I GET STARTED?

1. Visit the **Graduate School Career Services Blackboard™** site for examples and templates. Login at <https://blackboard.missouri.edu> with your Pawprint and password. Click on the My Mizzou tab. Under the Organization Catalog, select the Student_folder. Scroll to grad_careers and click enroll. The next time you log into Blackboard, the site will be under My Organizations.
2. Talk to your advisor for tips on what should be included in a CV for your area of study.
3. Contact the Graduate School's Career Services for one-on-one consultation.

402B Jesse Hall

Phone: (573)882-0768 E-mail: mugradcareersvcs@missouri.edu