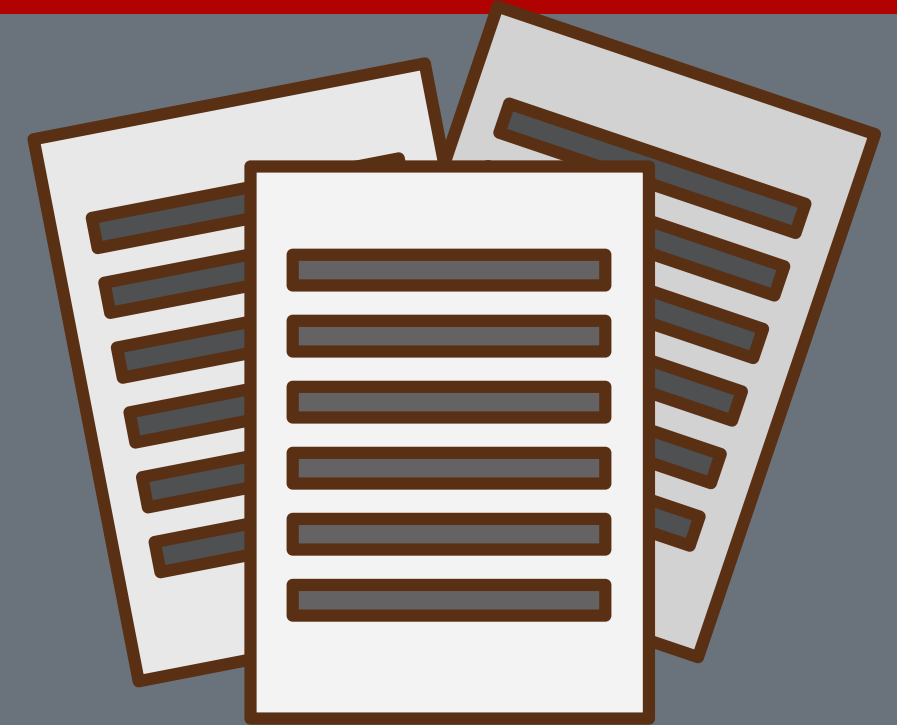# RESUME *or* CURRICULUM VITAE (CV)?

UNLV

Resume comes from the French word for "summary." Curriculum Vitae, often called a CV, means "course of life" in Latin. What's the difference? Will you need both?
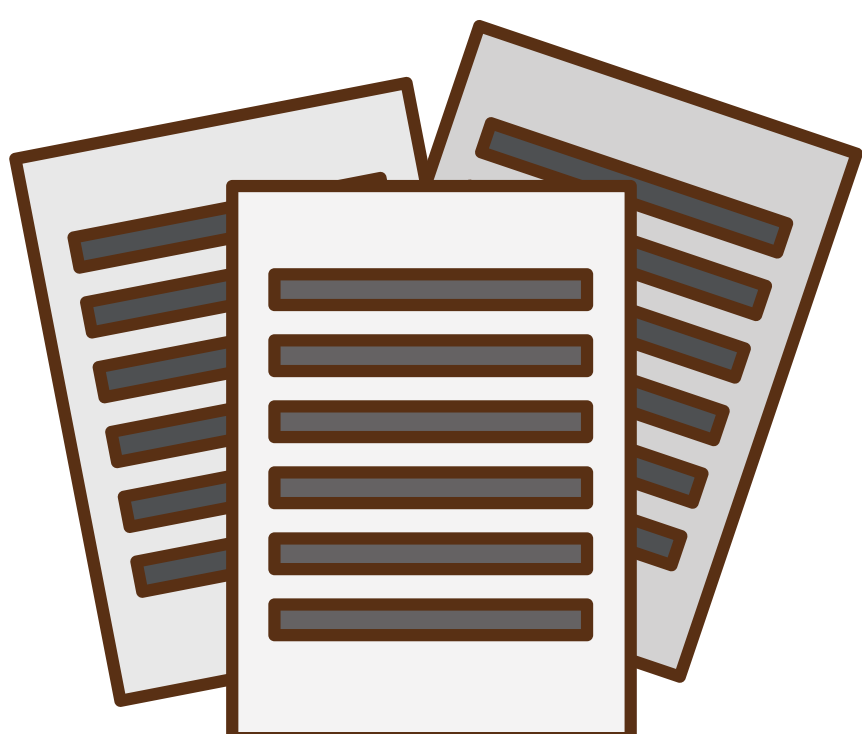
A resume presents a concise summary of your background, including job relevant information such as education and experience, formatted to fit on one page, two at maximum. A CV is more detailed, designed to provide a full history of your academic credentials, so it's typically appropriate to be longer.

Both are tailored to the specific position, program or company/institution you are applying to. Both typically do not include a description of personal interests.

FORMAT & CONTENT

In general, you'll need a resume to apply for a position at a business, not-for-profit and government entity; a CV is required for individuals seeking fellowships, grants, post-doctoral positions and teaching or research positions in post-secondary academic institutions. Graduate school applications typically request a CV, but in general are looking for a resume with detailed descriptions of research projects and publications.

Did you know?

In some European countries, the term "CV" is used to describe all job application documentation, including a resume. In the United States and Canada, the two terms are sometimes used interchangeably. When in doubt, ask for clarification.

John Smith
702-300-0000 | johnsmith@gmail.com | Las Vegas, NV

Education

University of Nevada, Las Vegas	**Estimated May 2021**

Bachelors of Arts in Criminal Justice, Minor in Psychology

Relevant Coursework

COM 101: Communication Strategies focuses on learning communication strategies to implement into professional, personal, and academic settings.

Work Experience

Student Security Guard	University Police Services	**Jan 2019 - Present**
Sales Associate	Kohl's	**Jan 2017 - July 2017**

Internship Experience

Intern	Clark County Juvenile Detention Center	**July 2019 - Present**

- Develop and implement rehabilitation and treatment plans to assist juveniles
- Shadow probation appointment for juveniles to evaluate their progress
- Arrange court-ordered treatment services and monitoring service activities

Leadership Experience

Student Vice President	Alpha Phi Sigma Theta Tau	**Aug 2018 - Present**

- Cultivate strong networking skills by participating in conferences
- Host general member and e-board meetings for the organization
- Network in the community to identify and secure scholarships

Project Experience

GSC 300: Urban Adventure	**Fall 2018**

- Gained practical experience through participating in simulations
- Learned about today's social issues that impact the community
- Advanced interpersonal communication and critical thinking skills

Technology & Skills

SPSS | CPR & First Aid Certified | Security Guard Card | Data & Analytical Skills | Qualitative Research | Research | Data Visualization | Adobe Acrobat Google Suite Microsoft Office

Jane Doe
University of Nevada, Las Vegas
702-400-0000 | janedoe@unlv.edu

Education

University of Nevada, Las Vegas	**Estimated May 2023**

Bachelors of Science in Biological Sciences

Research Interests

- Bacterial physiology and pathogenesis
- Virology and viral pathogenesis

Research Experience

Research Assistant	UNLV Dept. of Biological Sciences	**Mar 2016 - Present**

- Perform literature review for upcoming research projects
- Engage in laboratory activities related to lab setup and conduction

Internship Experience

Intern	Las Vegas Valley Water District	**Aug 2017 - Present**

- Develop and implement water filtration experiments for the county
- Attend field experiment trips with intern supervisor to develop technical skills
- Network with professionals in the community by utilizing interpersonal skills

Leadership Experience

Member	Scientistas Organization	**Aug 2016 - Present**

- Cultivate strong networking skills by participating in conferences
- Engage in volunteer initiatives with fellow team members in the community
- Learn more about how to advance career as a woman in STEM

Publications & Conferences

Doe, J. (2019). *Bacterial physiology in public health development.* Journal of Science Research.

Technology & Skills

Laboratory Equipment | Data & Analytics | Research | Fluent in Spanish & English

Professional Associations

National Science Foundation, **Member since 2016**

A RESUME...

- Emphasizes skills, experience and education
- Is used when applying for a position in industry, non-profit, and public sector positions
- Should generally be one-page (Exception: individuals with 10+ years of industry experience and/or individuals with advanced degrees)
- Often features skills-focused experience sections, such as "Relevant Professional Experience" or "Community Outreach Experience"
- A resume is not static and is edited for each opportunity you apply for.

A CURRICULUM VITAE (CV)...

- Is a catalog of academic, professional and personal accomplishments
- Is used when a for graduate school, fellowships, grants, and/or positions in academia
- Includes these sections when appropriate: *publications, conferences, papers, exhibitions, presentations, honors and awards, relevant extracurriculars, volunteer and service, teaching, research, certifications and licensure, professional associations, language skills,*
- Always begins with education and research interest

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Adapted from DePaul University Career Center