

What is a Curriculum Vitae¹?

A curriculum vitae, often called a CV or vita, tends to be used more for scientific, academic, education, and research positions. Vitas tend to provide great detail about academic and research experiences. There is no set format for vitas; therefore, it is best to discuss any special formatting your field requires with a mentor or trusted member in your department (i.e. faculty or advisor). Since vitas do not have the one-page rule of resumes, you need to balance creating a quality showcase of your qualifications to attract potential employers without providing too much information and turning off potential employers by appearing wordy.

When to Use a Curriculum Vitae²

When should job seekers use a CV rather than a resume? In the United States, a curriculum vitae is used primarily when applying for academic, education, scientific, or research positions. It is also applicable when applying for fellowships or grants.

When asking for a job in Europe, the Middle East, Africa, or Asia, expect to submit a CV rather than a resume. Keep in mind that overseas employers often expect to read the type of personal information on a curriculum vitae that would never be included on an American resume, such as date of birth, nationality or place of birth. United States law on what information job applicants can be asked to provide does not apply outside the country.

Curriculum Vitae versus Resume³

The primary differences between a resume and CV are the length, what is included and what each is used for. A resume is a one or two page summary of your skills, experience and education. While a resume is brief and concise, no more than a page or two, a CV is longer (at least two pages) and a more detailed synopsis of your background and skills. As with a resume, you may need different versions of a CV for different types of positions.

A CV includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details.

¹ Resource retrieved from: http://www.quintcareers.com/curriculum_vitae.html

² Resource retrieved from: <http://jobsearch.about.com/cs/curriculumvitae/a/curriculumvitae.htm>

³ Resource retrieved from: <http://jobsearch.about.com/cs/curriculumvitae/f/cvresume/htm> and <http://www.free-resume-tips.com/resumetips/curriclm.html>