

RESUMES VS. ACADEMIC CURRICULUM VITAE

Preparing a resume for jobs outside academia is very different from writing an academic curriculum vitae (CV). These documents represent **distinct forms of self-marketing** both in terms of content and format. Outlined below is a direct comparison of the resume, CV, and cover letter.

	Resume	Academic CV	Cover Letter
Purpose What does it do?	Provides a snapshot of you as a professional by highlighting skills developed during your previous experience (i.e., your grad degree, past work) that is relevant to a particular position and employer	Provides a comprehensive and exhaustive list of your entire career or "course of life" as a scholar	Highlights relevant experiences from your resume or CV that show your fit for an individual job or organization
Audience Who is reading it?	Employers in the private, public or nonprofit sector	Fellow academics or researchers	Same audience as your resume or CV (the cover letter is often read first)
Applicability When should I use it?	When applying for positions outside academia, i.e., nonprofit, government, or private sector	When applying for awards and scholarships, graduate programs, research opportunities, teaching positions and fellowships	Always include a cover letter when applying for positions within and outside academia, unless otherwise stated
Content Which info is included?	Summary of experiences and skills (either occupational or academic) most pertinent to the job	Full list of professional and educational history	Relevant experiences and skills that are substantiated with concrete examples and information about why you are interested in and a good fit for the position
Focus Which experiences are most relevant?	Career experiences (i.e., job related, extracurricular, volunteer) and skills you've developed as a result	Academic achievements and scholarly potential	Those experiences, skills, or qualifications that most strongly align with the needs of the organization
Emphasis How should I talk about my previous experience?	How you contribute, i.e., skills and process with a focus on job relevance and accomplishments	What you contribute, i.e., knowledge and productivity with a focus on accumulation	Speak to the individual employer, i.e., why you're interested in working for them, how your skills and experiences will help them
Length How many pages is it?	Typically 1 - 2 pages	No limit (tends to be at least 4 pages for early career scholars and 50+ pages for accomplished scholars)	1 page maximum
References Are references included?	Not listed	Listed at the end of the document	Not listed, though it's customary to mention the names of people who recommended you apply