

CV OR RESUME: WHICH DO YOU NEED?

Resumes and CVs are documents that demonstrate the experiences you have that are relevant to the reader. In the United States, a resume summarizes your skills and experiences for a particular position. A curriculum vitae or vita (CV) is a more comprehensive document detailing education, experience, and professional qualifications, usually in academic settings.

Who might ask for a "resume"?	Who might ask for a "CV"?
<ul style="list-style-type: none"> Employers (US term) Graduate/professional school applications Scholarship applications 	<ul style="list-style-type: none"> Employers (international term) Graduate/professional school applications Fellowships and grants for graduate school Applications for faculty positions at colleges and universities

While a CV for a mid-career professor can be 20 pages long, your CV as you start graduate school will be similar in length and content to your resume, including sections such as education, experience, relevant coursework, and honors and awards. Below you will find more information about when and why resumes and/or CVs are used.

	Graduate/ Professional School Applications	Employment	Scholarships or Fellowships
Terms for the document	Resume, CV (curriculum vitae, vita)	Resume (in the US)	Resume, CV (curriculum vitae, vita)
What does the reader want to know?	Do you have the academic experience and scholarly potential to succeed?	Will your skills and experience benefit the organization?	Do your experience and goals fit the criteria for the award?
Possible Section Headings	Research experience Teaching experience Scholarly publications or presentations References	Objective or profile statement Work experience Activities Skills	Work experience Research experience Publications Activities
Length	1-2 pages, as relevant	1 page	Dependent upon relevant experience

WHERE CAN YOU GET FEEDBACK ON YOUR MATERIALS?

- **The Career Center** (serves all students on campus)
 - Drop-in review services (see careercenter.illinois.edu for times and locations)
- **Graduate College Career Services Office** (serves graduate students on campus)
 - Drop-in hours (see grad.illinois.edu/careerservices/advising for times)
- **Career Services Network** (careerservices.illinois.edu)
 - Other career services offices may be available to assist you with your materials, depending on your field of study

WHERE CAN YOU LEARN MORE ABOUT RESUMES AND CVs?

For more information on resumes and CVs, visit The Career Center and the Graduate College Career Services Office websites:

- **Resumes**
 - careercenter.illinois.edu/instructable/write-your-resume
 - grad.illinois.edu/careerservices/nonacademic/resumes
- **CVs**
 - grad.illinois.edu/careerservices/academic/cvs

A variety of print resources are available at The Career Center that show sample resumes and CVs.

CV EXAMPLE

Christopher Careers	
cc@illinois.edu 715 S. Wright St. Champaign, IL 61820 217.333.0820	
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Education	
University of Illinois at Urbana-Champaign	May 2020
Bachelor of Arts in Psychology	
<ul style="list-style-type: none">• Leadership Certificate Completed: May 2017• Major GPA: 3.78/4.00	
Research/Internship Experience	
Veteran's Administration Hospital, Champaign, IL	May 2017-Present
<i>Psychology Intern</i>	
<ul style="list-style-type: none">• Assist in outreach efforts to contact veterans and describe available services• Aid in data collection and records compilation• Staff the fried crisis hotline for the families who lost loved ones in the Iraq and Afghan wars• Shadow a group behavior therapist during counseling sessions (5 hours/week)	
Psychological Research Foundation, Champaign, IL	June-August 2017
<i>Research Assistant, University of Illinois</i>	
<ul style="list-style-type: none">• Assisted in research on adolescent learning models for the St. Louis School District• Analyzed data using SPSS-X and SAS• Executed basic programming in BASIC and PASCAL	
Honors and Awards	
<i>First Place: Poster Presentation, Student Interdisciplinary Research Symposium</i>	May 2017
University of Illinois at Urbana- Champaign	
<i>James Scholar</i>	May 2016-Present
University of Illinois at Urbana-Champaign	
<i>Dean's List</i>	May 2016-Present
University of Illinois at Urbana-Champaign	
Presentations	
<i>University of Illinois at Urbana-Champaign, Student Interdisciplinary Research Symposium</i>	May 2018
<ul style="list-style-type: none">• Presented poster on the effects of stress on college students resulting from final examinations	
<i>Boys and Girls Club of Champaign</i>	July 2016
<ul style="list-style-type: none">• Served as end of summer guest speaker and highlighted the importance of an education to a brighter future	
Collegiate Activities	
<i>Interfraternity Council, Vice President</i>	April 2017-Present
University of Illinois at Urbana-Champaign	
<ul style="list-style-type: none">• Coordinate philanthropic activities, such as fundraisers and volunteer days for local charities, with campus fraternities• Provide fiscal guidance to the Council as Chair of its Budget Committee for a \$5000 annual budget	
<i>Undergraduate Counseling Student Association, Secretary</i>	May 2017-April 2018
University of Illinois at Urbana-Champaign	
<ul style="list-style-type: none">• Organized the 1st annual, campus-wide Student Counseling Association Symposium• Initiated and maintained communication with the National Counseling Student Association	