

CV's and Resumes – Graduate Students

Cher Yazvac, Career Consultant
Center for Career Opportunities

Similarities in Resumes & CVs

Professional documents - focused with relevant Information for the position which is being sought.

Concisely written with a clean, easy to read layout and format.

Require time, effort, and extensive review of your background for effective results.

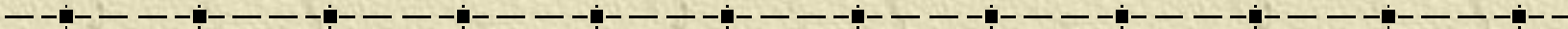
Differences

Resume

Brief, concise document that presents, and effectively demonstrates, your most relevant and positive credentials.

Typically used for obtaining positions in business or industry.

Curriculum Vitae (CV)



A more extensive document that presents academic and professional credentials.

Typically used by graduate students who are applying for academic or teaching research positions.

Resume is Used for:



Positions in business and industry

Supplement to application materials for
Awards, grants or fellowships

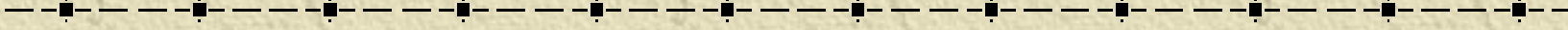
Admission to graduate school

Other professional purposes

CV is used for:

-
- Admission to graduate school
 - Grant proposals
 - Application to teaching, research, and higher level administration positions in higher education
 - Publishing and editorial review boards
 - Research and consulting positions

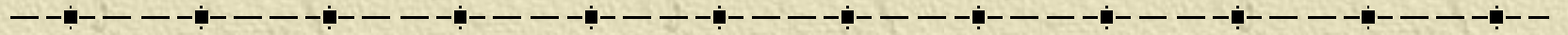
Categories for a CV

- 
- Name
 - Contact Information
 - Education
 - Master Thesis/PhD Dissertation
 - Areas of concentration in graduate courses/Research interests
 - Research Experience

Categories

- 
- Teaching Experience
 - Consulting Experience
 - Internships/Field Work/Other
 - Publications
 - Professional Presentations
 - Grants Received
 - Professional Associations

Categories



- Committee Leadership Positions
- Certificates/Licenses
- Special Training
- Awards/Scholarships/Fellowships
- Foreign Study and Travel
- Language Skills
- Technical/Computer Skills

Formats

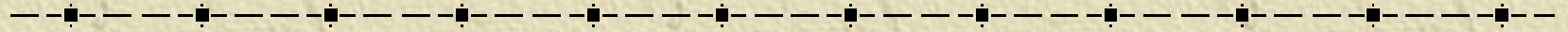
- No one preferred format
- Content and format varies by discipline
- Know what is required in your academic field
 - *Ask faculty in your department
 - *Contact professional associations for guidelines and examples
 - *CCO staff can assist in overall appearance, focus, and readability

Length of a CV

Length varies

- **One to three** pages for **masters** degree candidates
- **Two to five** pages for **doctoral** degree candidates
- **Five or more** pages for experienced academician or researcher

Length of a CV



Main advice on length

Focus with **relevant**
information in a **readable** format