

RESUME vs. CV

What is the Difference?

In the United States, a resume is a snapshot of what you have to offer an organization or practice; in contrast, a CV is a document that details your entire academic and work history. Within the general employment market, a CV is used when applying to academic or research-related positions, whereas a resume is appropriate to use in most other situations.

Within the veterinary sector, the terms “CV” and “resume” are often used interchangeably. The decision of when to use which document can be confusing since the term “CV” is sometimes generically used to refer to any kind of qualifications document. When applying to internships, academic, and/or research positions, a CV is most often used. For almost every other experience, including clinical experiences such as externships, a resume is likely the document of preference. While both are used as the first step in obtaining an interview, if you are confused about which document to provide within a specific situation, it might be helpful to clarify with the employer or ask the Office of Professional Success for guidance.

Resume	CV
<ul style="list-style-type: none"> Page-limited (1-2 pages maximum) Highlights most relevant experiences and skills You may choose to leave off certain experiences if they aren’t as directly relevant to the opportunity you are currently pursuing 	<ul style="list-style-type: none"> No page limit Still highlights most relevant experiences and skills, but greatly expanded <ul style="list-style-type: none"> You may include experiences that might not make it onto your resume because of space constraints Opportunity to put a greater focus on academic training and pursuits that demonstrate your potential as a scholar or researcher
<ul style="list-style-type: none"> Does <u>not</u> include a references section (should be a separate document) 	<ul style="list-style-type: none"> <u>Does</u> include a references section at the end
<ul style="list-style-type: none"> Often requested when you are applying for a non-academic position in the private or public sector 	<ul style="list-style-type: none"> Often requested when you are applying for an academic position

Purpose

A resume is a targeted marketing tool specific to the job for which you are applying. It is generally more compact and focused on work experience. A CV is an on-going academic and work history used if you are seeking employment within the academic or research communities.

Content

A resume should be succinct and relevant to a specific reader or tailored to a specific position. A CV should also put the most relevant information and experiences upfront, but may also include a wide variety of experiences and accomplishments that are not directly applicable. Think of a resume as a specials board at a restaurant, and a CV as a full menu; there is overlap between the two, but the menu is greatly expanded.

Length

A resume should never be no more than two pages for a professional, while a CV’s length is virtually unlimited, although it should remain focused.

Format

Your CV & resume should have a clean, balanced, consistent, and professional look. Because your background/experience is unique, your documents can be too. That said, a traditional reverse chronological format, where you list the most recent, relevant experience first, is preferred for both documents.

A few key points for both documents:

1. Be consistent! For example, if you underline the title of your role at a specific experience, you must underline the titles of the roles that you held at all your experiences. Use the same font and formatting throughout.
2. Templates: In general, avoid using templates. Work to create a format that best displays your individual accomplishments, skills, and experiences.
3. Margins: Should never be less than 0.5 inches or greater than 1 inch.
4. Font: Use professional typefaces (fonts) such as Palatino Linotype, Cambria, Book Antiqua, Constantia, Helvetica, Arial, or Calibri. Use recommended font point sizes: 11-12 for body text, and 18-20 points for your name, which should be the largest text on the page.
5. Paper: Use 8.5 x 11 inch white or off-white paper, and only print on the front side. You can invest in a slightly heavier stock if you wish, however it is not required.
6. Hyperlinks: Do NOT hyperlink anything on your resume, including your e-mail address and LinkedIn profile address.
7. Graphics: Do NOT include any graphics, borders, tables, or shading. Use of color is discouraged as well.

Order Your Sections According to Your Audience

For both your CV and your resume, it is critical that you consider the audience for each document and order your sections accordingly. For example, when you are preparing your CV for a private internship, you will want to list your clinical experience first and your research experience second. The reverse would be true if you were applying to a research position at a university. Try to lead with your strongest attributes for each role.

Categories & Content

Remember, your resume is a marketing tool used for a specific position. Many people have more than one resume depending on the types of positions they are seeking. You can target your resume in many ways, such as using different categories and changing some of the entries, especially in the categories outside of the Veterinary Experience section. You should maintain a comprehensive "Master Resume" of all your experiences for your own records, which can double as your CV. Since essentially, a CV is simply an expanded resume, it is suggested to maintain the same formatting between both documents.

Sections of a Resume

You do not have to include everything you have ever done on each resume. However, now is not the time to be overly modest. In addition to the required Education and Veterinary Experience categories, you can include other sections. Volunteer and other unpaid experiences can be just as important to include as paid jobs. Use the best approach for you based on your experience and the position you want.

In addition to "Education" and "Veterinary Experience," you should consider naming sections to be responsive to the job description, e.g., Farm Animal Veterinary Experience, Related Veterinary Experience, etc. Include some of these optional sections if space allows:

Qualifications Summary/Professional Profile
Industry-Specific Information
Service/Leadership Activities
Professional Affiliations/Associations

Volunteer Activities
Skills (Language and Technical)
Training and Certifications

Sections of a CV

In addition to “Education” and “Research Experience,” you could include an exhaustive list of relevant sections. Here are some commonly used sections of a CV:

Publications

Patents

Grants Funded

Certifications

Teaching/Mentoring Positions

Service/Leadership Activities

Assistantships/Fellowships

Professional Affiliations/Associations

Presentations/Seminars

Poster Presentations

Honors and Awards