

# Which Do I Use? Curriculum Vitae (CV) or Resume

# How Are They Similar?

- Both are records of professional achievements
- Both are ever-evolving documents
- Both project your professional image

# How Are They Different?

- Length
  - Resume: typically 1 page for recent graduates
  - CV: typically 2-3 pages for recent graduates
- Content
  - Resume: More concise, briefly summarizes
  - CV: Expanded, more comprehensive information
  - CV: Additional detail about qualifications and activities
  - CV: Provide more complete information because you are not limited by length

# How Are They Different?

- Audiences

- CV:

- Academia, graduate or professional programs
    - Residencies
    - Fellowships, grants, and research

- Resume:

- Used if applying for internships and positions in corporate and nonprofit settings

# Components

## Resume and CV

- Name and Contact Information (Heading)
- Education
- Experience
  - Varies for each document
- Campus activities/  
Leadership/Organizations
- Honors and Awards
- Certifications and Licensure
- Other Skills
- References

## Additional for a CV

- Teaching
- Research Experiences
- Presentations
- Publications

# Additional Information

- For additional information, please contact Kelli Pitts of Professional & Career Development Services
  - [kelli.pitts@drake.edu](mailto:kelli.pitts@drake.edu)
  - 515-271-1978
  - Office: Cline 110