

The CV versus the Resume

By CVMasters.Com

Even though they are both used for the same type of situation, applying to a job, they each have specific applications. You should know when a resume will serve your purposes and when you will want to take a bit more time to write the lengthier curriculum vitae.

The CV is used primarily when applying to academic or research based positions. It is not a document that you will want to use if you are applying to routine job postings. The main difference between the CV and resume is in the content and thus the length. The CV typically contains a greater breadth and depth of information such as publications, post graduate work, more descriptions related to the scope of specific projects, etc.

The resume is pretty much an abbreviated version of the CV. It typically exceeds no more than two pages in length, though this is not a hard and fast rule. The main point with a resume is one of succinctness. The resume is really not meant to do anything other than showcase your talents in a brief and concise manner. If you find yourself talking about hobbies, interests or other more pedantic items, then you will probably want to stop and consider if a CV may better meet your needs.

It's also to consider want opposed to need when it comes to the resume vs. the CV. Often, people believe that in order to write a successful resume, they must try to encapsulate every piece of information about their professional past. This is a mistake. Employers are busier than ever these days and it helps a great deal if you can keep the resume down to one or two pages. Don't assume just because you want a longer document that you necessarily need a CV.

Again, the CV is primarily for very specific types of jobs. Be certain that before you write the CV, you have considered if this is necessary or if a resume will meet your needs. It will likely make a big difference in whether or not you get the interview and ultimately, the job.