

CV (curriculum vitae) vs. RÉSUMÉ

Résumé

A **résumé** is required for almost any job or internship application and should be tailored to that application:

- Include only your **most relevant** positions, achievements, and skills
- Highlight your **accomplishments and skills** in each position, drawing connections between your experience and the qualifications specified in the job post
 - **Provide specific, concrete supporting details:** bullet points with each entry
- For entry-level positions, **be concise:** one page is standard

CV (curriculum vitae)

A CV—which stands for curriculum vitae or “course of life”—is an academic bibliography:

- Focus more on academic accomplishments than professional skills
- List **everything you’ve done** academically; there’s no page limit
 - **Titles** of research projects, presentations, posters, publications (submitted, under review, in revision, in press, or with full publication details)
- **Do not include** supporting detail statements (e.g., bullet points): each entry stands on its own, without further explanation

	CV	Résumé
Include your name and full contact information at the top	X	X
List your education information	X	X
Include all of your activities and achievements	X	
Include only the things most relevant to each application		X
Include supporting details (bullet points) about your skills and accomplishments		X
Keep it short: one page is best		X
Focus mostly on academic work	X	

Graduate school applications often ask for a CV or résumé, and it can be appropriate to create a **hybrid document**:

- Focus on **research, presentations, publications** (if any), and other academic achievements
- Include **brief supporting details** to the extent that they are helpful
 - Describe your specific role in a research group
 - Explain Grinnell-specific things (e.g., SEPC, mentoring)
- Aim for **2–3 pages**: graduate programs are more willing than employers, generally, to read a longer résumé, so page limits are relaxed for these applications
- Also generally true of positions in research/academia

Note: outside the United States, the term “CV” is typically used to refer to what we call a résumé.