



RESUME? *or* CURRICULUM VITAE (CV)?

Resume comes from the French word for “summary.” Curriculum Vitae, often called a CV, means “course of life” in Latin. What’s the difference? Will you need both?

A resume presents a concise summary of your background, including job-relevant information such as education and experience, formatted to fit on one page, two at maximum. A CV is more detailed, designed to provide a full history of your academic credentials, so it’s typically appropriate to be longer.



Both are tailored to the specific position, program or company/institution you are applying to. Both typically do not include a description of personal interests.

FORMAT AND CONTENT

In general, you’ll need a resume to apply for a position at a business, not-for-profit and government entity; a CV is required for individuals seeking fellowships, grants, post-doctoral positions and teaching/research positions in post-secondary academic institutions. Graduate school applications typically request a CV, but in general are looking for a resume with detailed descriptions of research projects and publications.

Did you know?

In some European countries, the term “CV” is used to describe all job application documentation, including a resume. In the United States and Canada, the two terms are sometimes used interchangeably. When in doubt, ask for clarification.

Let's compare...

LAVONN POWELL

555-227-9841 | lpowell@email.com | lpowell

EDUCATION	BA, Philosophy DePaul University Minor in Economics 3.75 G.P.A. Relevant Coursework: Digital Communications, Marketing, Writing for Social Change	2020
EXPERIENCE	Data and Design Intern Dallas Herald News • Collaborate with reporters, editors, and photographers to produce digital products on deadline to help explain and visualize breaking news and feature stories. • Conceptualize and build stand alone and complementary data visualizations, interactive graphics, and story presentations using HTML, CSS, and JavaScript/JQuery	2019
	Community Health in Pilsen Active Citizens • Designed a health awareness survey and collected 200 responses from the Pilsen community. • Surveyed data from the City of Chicago, collecting demographic and policy information • Created data visualization that illustrated the disparity between community health awareness and access to medical services	2018
PROJECTS	Press Release and Media Kit Lola LPC. • Wrote and edited a press release announcing a new infant apparel product line directed at millennial parents. • Produced media kit promoting launch event. Contents included product photos, bio of founders, and company profile.	2018
TECHNOLOGY	• Google Suite (Forms, Docs, Sheets, Slides) • Microsoft Office (Outlook, Excel, Word, PowerPoint) • Adobe Acrobat and Photoshop • SPSS	
SKILLS	• Writing/Editing • Project Management • Data Visualization • Research • Photo Editing • Presentation • Transcription • Web Design	

LISA LIUN

312.123.4567 | lisalin@email.com | linkedin.com/in/lisalin

RESEARCH INTERESTS	Low Resource and Underserved Populations Material and Embodied Technologies K-12 Education Sustainability and Social Impact	
EDUCATION	Ph.D. in Human Centered Design DePaul University Chicago, IL Dissertation: <i>Creating, Managing, and Sharing Memories with Social Media Tools: A User-Centered Design Approach</i> M.A. in Philosophy University of Wyoming Laramie, WY B.A. in English University of Houston Houston, TX	2019 2010 2008
PUBLICATIONS	Liun, Lisa. "Project Management and Computer Supported Collaboration and Work," <i>Journal of Human Centered Design</i> , 6(1): 24-41. Liun, Lisa. "Beyond Makerspaces," <i>Touchpoint</i> , 12(3): 25-35.	
CONFERENCE PRESENTATIONS	Liun, Lisa. "What Queer Theory Can Learn from HCI." Design Thinking Forum, San Francisco, CA,	
TEACHING EXPERIENCE	Adjunct Lecturer Clemthone University Chicago, IL HCDE 210 Explorations in Human Centered Design HCDE 313 Introduction to User Research Graduate Teaching Assistant University of Wyoming Laramie, WY PHI 219 Business Ethics PHI 364 Ontological Design	Fall 2018 - Present Fall 2008 - Spring 2010
PROFESSIONAL EXPERIENCES	<i>Design Researcher and Service Designer</i> BestBod Fitness Chicago, IL • Lead a team of experience strategists, researchers, and digital designers across the entire customer journey inclusive of sales, on-boarding, usage, and loyalty • Lead experience strategy and design for all digital initiatives, including major relaunches of the member website, the prospect website, online membership sales, the team member app, and in-club digital signage • Lead consumer research and service design for new product lines	June 2018 - Present
HONORS / AWARDS	Fulbright Award, 2011 Denmark Study Abroad Summer Grant, 2009 UWyo Teaching Awards, 2009, 2010	
LANGUAGES	English (native) Spanish (bilingual oral and written fluency) Classical Latin (written)	
MEMBERSHIPS / AFFILIATIONS	American Education Research Association The Design Society User Experience Professionals Association	

A RESUME...

- Emphasizes skills, experience and education
- Is used when applying for a position in industry, non-profit and public sectors
- Should generally be one page, and not be longer than two pages
- Often features skills-focused experience sections such as "Software Engineering Experience" or "Community Outreach Experience"
- A resume is not static and is generally edited for each role

A CURRICULUM VITAE (CV)...

- Is a catalog of academic, professional and personal accomplishments
- Is used when applying for graduate school, fellowships, grants and positions in academia
- Includes these sections, when appropriate: *publications, conferences, papers, exhibitions, presentations, honors and awards, extracurricular and volunteer experience, teaching, research, certifications and licensure, professional associations, languages*
- Always begins with education