

# CV or Résumé...

## What is the difference?

### In Canada

In Canada, the main difference between a Curriculum Vitae (CV) and a résumé is that a CV is usually only used for academic positions or when applying to some professional and graduate programs. As well, international employers may use the term CV and résumé interchangeably. If you are applying for international jobs, you should research the formats for CVs and résumés for specific countries. A résumé is used for seeking employment in most other fields.

### How is a CV Different from a Résumé?

(Adapted from: the Career Centre at UBC)

#### CV:

- **Goal:** present a full history of your academic credentials—teaching, research, awards and services
- **Audience:** academics in your field of study; for academic positions or grad school
- **Length:** highly flexible
- **Focus:** represents your academic achievements and your scholarly potential
- **Essential:** list of publications, presentations, teaching / research experience, education, honours, and grants
- **Extraneous:** activities unrelated to academic pursuits
- **List of References:** include

#### Résumé:

- **Goal:** present a brief snapshot of your skills, experience, and knowledge that communicates your ability to perform the job
- **Audience:** employers seeking to hire you for a specific position
- **Length:** 1-2 pages
- **Focus:** represents job-related experiences, skills, accomplishments, volunteering
- **Essential:** your skills, experience, and knowledge that relate to the requirements outlined in the job ad
- **Extraneous:** anything that is not relevant to the work you would be doing in the position
- **List of References:** don't include

## Common Sections Included in a CV:

- **Personal Information:** Contact information including name, address, email, phone #
- **Education:** Postgraduate, graduate, undergraduate – degree titles; names of institutions including city, province and country (if applying out of the country).
- **Dissertation or thesis titles:** Include names of advisors and committee members
- **Awards, Fellowships, Scholarships, Grants:** Including name and amount
- **Teaching Experience:** Course titles, institution and dates; include teaching evaluations
- **Research Experience:** Type and description
- **Publications:** Titles of articles, names and dates of publication
- **Presentations:** Name of conference or event; title of presentation; dates; locations
- **Other Relevant Experience:** Non-academic relevant experience such as administrative experience
- **Special Skills:** Might include languages, computers, administrative and technical skills
- **Professional Affiliations:** Memberships, including committee work
- **References**

**Note:** Once you've created a draft CV, check with people in your academic discipline regarding the order of the sections and the specific content. These can vary depending on your degree program.

For more information, visit [trentu.ca/careerspace](https://trentu.ca/careerspace) or drop by the Student Centre, Room 3.10.