

# Curriculum Vitae' and Resume' When to use which tool

Lynn Kelly-Albertson  
Executive Director,  
Career and Student Employment  
Services  
Western Michigan University

# What is it?

## **CV**

- ◆ A full list of your professional and educational history.

## **Resume'**

- ◆ A summary of your experience and skills that are most pertinent to the advertised position.

# How long is it?

## **CV**

- ◆ Usually many pages; length is not important.

## **Resume'**

- ◆ Usually one page only. Multiple pages only for senior level positions.

# When do you use it?

## **CV**

- ◆ Used for academic positions and research positions in government and industry.

## **Resume'**

- ◆ Used for every other type of job outside of academia and research science.

# Include publications?

## **CV**

- ◆ A full list of publications is essential.

## **Resume'**

- ◆ Even a partial list of publications is rarely included.

# How important is layout and style?

## **CV**

- ◆ Style doesn't matter that much; content is what matters most.

## **Resume'**

- ◆ Style and content are important. Bad style is a real liability.

# Modify to match each job?

## **CV**

- ◆ Do not need much alteration to fit each specific job opening.

## **Resume'**

- ◆ Should be adapted to fit each specific job to which you are applying

# List my references?

## **CV**

- ◆ Typically references are listed at the end of the CV.

## **Resume'**

- ◆ References are not listed on a resume. If required, you may submit a separate list of relevant references for each position (usually only when these are requested.)

# Where to start?

- ◆ Ask others for samples
- ◆ Get advice from mentors
- ◆ Get critique from Career & Student Employment Career Advisor for your college

- ◆ Resources

- ◆ Career Search Manual, Western Michigan University

[www.broncojobs.wmich.edu](http://www.broncojobs.wmich.edu)

- ◆ Experiential Learning and Career Development Workbook -

MIT [http://web.mit.edu/career/www/workshops/resumes/section5cv\\_resume.htm](http://web.mit.edu/career/www/workshops/resumes/section5cv_resume.htm)

# Resources

- ◆ Format Credit: Peter Fiske, author of Put Your Science to Work: The Take-Charge Career Guide for Scientists.
- ◆ Lynn Kelly-Albertson Career & Student Employment Services  
lynn.kelly-albertson@wmich.edu 269-387-2745  
[www.broncojobs.wmich.edu](http://www.broncojobs.wmich.edu)