



# Resume VS. Curriculum Vitae (CV)

**A resume** is a quick summary of a student's relevant education and experiences as they relate to a particular industry job. Resume sections can include education, experience, leadership/teamwork, skills, projects, relevant coursework, and others. On the other hand, **a Curriculum Vitae (CV)** serves as a comprehensive academic record, showcasing a student's educational journey and scholarly achievements. It encompasses a wide range of elements, such as education, publications, conference participation, research projects, teaching experience, awards, honors, and so on. CVs are generally used when applying to academic or research-oriented positions such as postdoctoral opportunities, faculty roles, and positions within national laboratories.

See the table below for more information on the differences between resumes and CVs.

Resume	Curriculum Vitae (CV)
<b>When to Use</b> When applying for most industry positions (e.g., tech, business, healthcare, nonprofits)	<b>When to Use</b> When applying for academic or research positions
<b>Target Audience</b> Hiring managers, human resource specialists, industry-specific recruiters, interviewers	<b>Target Audience</b> Academics or researchers in your field, search committees, hiring managers
<b>Length</b> 1-2 pages; brief and concise	<b>Length</b> No page limit; it depends on the experience
<b>References</b> Never listed	<b>References</b> Typically listed at the end (but optional)

# Graduate Resume and Curriculum Vitae (CV) Tips

Resume	Curriculum Vitae (CV)
<b>Formatting</b>	
<ul style="list-style-type: none"> <li>• Use all caps, bold, italics, and underlining consistently to make your resume scannable</li> <li>• Include bullets; no full sentences</li> <li>• 11-12 point font</li> <li>• 0.5 - 1 inch margins</li> <li>• Do not use a Microsoft template and avoid tables that limit your content</li> <li>• 1 – 2 pages in length</li> </ul>	<ul style="list-style-type: none"> <li>• Use all caps, bold, italics and underlining consistently to make your CV scannable</li> <li>• 11-12 point font</li> <li>• 1-inch margins</li> <li>• As many pages as needed</li> <li>• Recommended: Header or footer with your name and page number</li> </ul>
<b>Categories and Content</b>	
<p><b>Common Sections</b></p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Experience (ex: Relevant Experience, Data Analytics Experience, Healthcare Experience)</li> <li>• Leadership/Teamwork Experience</li> <li>• (Technical) Skills</li> <li>• Projects (ex: Data Science Projects)</li> </ul> <p><b>Additional Sections (if relevant)</b></p> <ul style="list-style-type: none"> <li>• Objective Statement</li> <li>• Summary of Qualifications</li> <li>• Study Abroad</li> <li>• Relevant Coursework</li> <li>• Selected Publications</li> <li>• Selected Presentations</li> </ul>	<p><b>Common Sections</b></p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Publications</li> <li>• Awards and Honors</li> <li>• Conferences &amp; Presentations</li> <li>• Research Experience</li> <li>• Teaching Experience</li> <li>• Service/Leadership</li> <li>• Professional Memberships</li> <li>• References</li> </ul> <p><b>Additional Sections (if relevant)</b></p> <ul style="list-style-type: none"> <li>• Research/Teaching Interests</li> <li>• Skills/Languages</li> <li>• Grants Funded</li> <li>• Patents</li> <li>• Advising &amp; Mentoring Experience</li> </ul>

## Resume

## Curriculum Vitae (CV)

### Content (cont.)

#### Never Included

- References
- Your photo

#### Tailor to each position

- USE THE JOB DESCRIPTION AS YOUR GUIDE; The employer told you what they would like to see should reflect on your resume

#### Never Included

- Objective Statement
- Summary of Qualifications
- Relevant Coursework
- Your photo

#### Tailor to each position

- USE THE JOB DESCRIPTION AS YOUR GUIDE; The employer told you what they would like to see should reflect on your resume

\* See [Georgia Tech's Faculty CV format templates](#) as references

### Customization & Other Tips

- Customize your resume for each position and incorporate job description keywords
  - Reorder bullets
  - List all of your skills that match the description; demonstrate your skills, don't just list them
  - Emphasize the most relevant aspects of your background
  - No need to have the same amount of bullets for each experience
- Save your document(s) as a PDF and properly label them:
  - GeorgePBurdellResume.pdf
  - YellowJacket\_EmployerName\_Resume.pdf

- Customize your CV for each position.
  - Use keywords
  - Tailor by reordering sections to match the job you apply for (e.g., for a teaching-focused position, put Teaching Experience before Research Experience and Publications)
- Use standard organization within each section
  - Include dates for every item
  - Organize in reverse chronological order (today's date first)
  - If multiple authors for a publication or presentation, list your name in bold or italics

## Resume

## Curriculum Vitae (CV)

### Customization & Other Tips (cont.)

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| <ul style="list-style-type: none"><li>• Create a plain text version of your resume so it can be easily entered into company application systems</li><li>• Build a master resume and do not worry about length; pull relevant content to include in your tailored resumes</li><li>• Have your resume critiqued</li><li>• Drop your content into Grammarly or other software to identify any typos or grammatical mistakes</li><li>• Do not get overly creative with your resume formatting unless you are pursuing a creative career</li></ul> | <ul style="list-style-type: none"><li>• Save your document(s) as a PDF.</li><li>• Properly label your documents:<ul style="list-style-type: none"><li>◦ GeorgePBurdellCV.pdf</li><li>◦ BuzzYellowJacket_EmployerName_CV.pdf</li></ul></li><li>• Create a plain text version of your CV so it can be easily entered into application systems</li><li>• Build a master CV and do not worry about length; pull relevant content to include in your tailored CVs.</li><li>• Have your CV critiqued by faculty/postdocs in your discipline or the one you are applying for</li><li>• Drop your content into Grammarly or other software to identify any typos or grammatical mistakes</li></ul> |
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