CALIFORNIA INSTITUTE OF TECHNOLOGY

Career Development Center

Preparing a Curriculum Vitae

What is the difference between a CV and a resume?

The curriculum vitae (also referred to as CV or vita) is a comprehensive record of your scholarly credentials, research and teaching experiences, and has no limitations in length. It is used in academic or research settings to apply for graduate school, jobs, grants, or fellowships.

A resume, on the other hand, is a concise (1-2 pages) and selected summary of your most relevant skills and experiences as they relate to a particular employer's needs. The language, value system, and format of a resume differ from an academic CV and align more closely with the position and company to which you are applying.

What should be included in a CV?

There is no single correct format for writing a CV, so be sure to talk with your faculty advisor/mentor for specific conventions in your field. Sections found on CVs typically include:

- Heading
    - Name, address, phone number, E-mail
- Educational background
    - Do not need to include high school
    - Degree first, then institution, then year attained (or will attain), then GPA
    - Can include relevant coursework
- Dissertation, Thesis, Honors/Senior Thesis
    - Include title and mentor/advisor
- Awards, Honors, Fellowships, Scholarships
- Research Experience
- Publications
- Teaching Experience
- Abstracts and Presentations
- Academic Service (committees, etc.)
- Professional Affiliations

Formatting tips

- Unlike resumes, CVs are often multiple pages
- Make sure to use a header that includes your name and page number if it is longer than one page
- Use no smaller than size 10 font and 1 inch margins