

# Creating a CV

## WHAT IS A CV?

A Curriculum Vitae (CV) is a detailed snapshot of your academic and professional journey, showcasing your education, experiences, awards, and accomplishments. CVs are often required for applications to research positions, scholarships, graduate programs, or other positions requiring a comprehensive overview of an applicant's qualifications. In countries other than the U.S., the term 'CV' is synonymous with 'resume.' However, within the U.S., the term CV refers to a document that is different from the traditional resume.

### What is the difference between a CV and a resume?

The main difference is that CVs are longer than traditional resumes. Where entry-level resumes are typically one page, CVs can be 3 or more pages, depending on how much experience the applicant has.

## WHAT SHOULD I INCLUDE ON MY C.V.?

There are many sections that you can include on your CV based on the experience you have and the position you are applying for. Here are some of the most common sections that are included in CVs.

- |                                    |                            |
|------------------------------------|----------------------------|
| ❖ Education                        | ❖ Publications             |
| ❖ Leadership                       | ❖ Presentations            |
| ❖ Scholarships, honors, and awards | ❖ Volunteer Experience     |
| ❖ Relevant work experience         | ❖ Interests                |
| ❖ Research                         | ❖ Professional Memberships |

## HOW SHOULD I FORMAT MY CV?

There is no one "correct" format for CVs. However, they should always look professional, consistent, and organized, with the same font and styling throughout. Below are some resources that provide more detailed guidance and examples to help you format your CV.

- ❖ <https://www.indeed.com/career-advice/resumes-cover-letters/cv-format-guide>
- ❖ [https://owl.purdue.edu/owl/job\\_search\\_writing/resumes\\_and\\_vitas/writing\\_the\\_cv.html](https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html)
- ❖ <https://grad.illinois.edu/sites/default/files/pdfs/cvsamples.pdf>
- ❖ <https://www.careereducation.columbia.edu/resources/creating-undergraduate-cv>