

## CV vs Resume | Clarifying Usage

When applying for a job, especially internationally, or to a graduate/professional school, a Curriculum Vitae (CV) may be requested. **A CV is a document that highlights your academic and professional experiences in a comprehensive way.**

### CV CREATION GUIDELINES

- Be creative! There is no set formula for writing a CV
- Be familiar with CV requirements in your academic field to tailor the style, format & content
- Use your current resume as a starting point
- Conduct an inventory of your skills, education & experience, focusing on transferable skills
- Be mindful to use appropriate present & past tense verbs
- The most important/relevant info should come earlier on a CV

### USE A RESUME TO:

- Communicate a **professional** identity
- Give a **selective account** of your top professional & educational experiences (attention focused on professional achievements)
- Apply to **most jobs at every level**
- Apply for admission into graduate programs (highlight **academic experience** more than when applying for a job)
- Showcase **1 page** for most job seekers (2 pages maximum; reserved for experienced professionals or grad school applications)

### USE A CURRICULUM VITAE TO:

- Communicate a **scholarly** identity
- Give an **extensive listing** of all professional & educational experiences (attention is focused on coursework, publications & presentations)
- Apply to positions related to **academics** (college level or beyond), **medical, teaching** or **research**
- Apply for admission into graduate programs, **fellowships**, or **internships** related to academics (highlight **extensive publications/presentation** experience & related **laboratory skills**)
- Showcase **2+ pages** (10 pages maximum; reserved for senior faculty or seasoned professionals)



Preparing an International CV or heading into the School Counseling profession? Check out our supplemental guides: [International CV Supplement](#) and [School Counseling CV Supplement](#).

## Sections to Include

### REQUIRED SECTIONS

- Heading & Footer
- Power Statement (Profile)
- Skills
- Education
- Honors & Awards
- Related Professional Experience
- Publications & Presentations
- Volunteerism
- Interests (related to teaching)

#### **Heading & Footer** (see [Resume Video](#) or [Resume Guide](#) resources)

- Place at the top of each page
- Emphasize your name (bold and larger font, 14-16pt)
- Include the following:
  - ✓ Name
  - ✓ Professional Email (e.g., fjsunbird@gmail.com or fjsunbird@fpu.edu)
  - ✓ Phone Number (Usually Cell)
  - ✓ LinkedIn URL and/or Portfolio Link
  - ✓ City, ST
- Starting on page 2+, include footer with last name & page X of X (e.g., Doe, Page 2 of 9)

#### **Power Statement** (see [Resume Profile](#) resource)

- Provides strong first impression for employers to get to know you (keep it brief)
- Include the following:
  - ✓ Employer-centered language (link your experience to the position)
  - ✓ Align qualifications (use keywords that reflect job description & industry)
  - ✓ Eye-catching language (modifiers like goal-oriented, solutions-focused, dynamic)
  - ✓ Last sentence: include required skills/programs and/or language(s) with proficiency level

#### **Skills** (see [Resume Video](#) or [Resume Guide](#) resources)

- Allows employers to get to know your strengths & core competencies quickly
- Make a list of what you do well ("I excel at...")
- Avoid software/hardware names & repetition (don't repeat words in experience descriptions)
- Include the following:
  - ✓ Skills listed on the job description
  - ✓ Skills related to field/industry
  - ✓ Hard skills (tangible, measurable)
  - ✓ Brief descriptions (use table feature to create even distribution without text wrapping)

## **Education** (see [Resume Video](#) or [Resume Guide](#) resources)

- List degrees in reverse chronological order (most recent first)
- Do not abbreviate your university and degree names:
  - ✓ Fresno Pacific University instead of FPU and Master of Science instead of M.S.
- Include the following:
  - ✓ Degrees with concentration/emphasis
  - ✓ Institution name
  - ✓ Institution City, ST
  - ✓ Graduation month/year (or expected graduation date)
  - ✓ Title of thesis/dissertation if applicable (include brief summary & scheduled defense date)
  - ✓ Optional: GPA (3.5+), athletic experience, relevant coursework, study away

## **Honors & Awards or Distinctions** (see [CV Samples](#))

- List most recent first
- List items from undergraduate, but not before
- Should only be academic/professional (scholarships count as awards)
- Include the following:
  - ✓ Honor/award title
  - ✓ Date received (month/year)
  - ✓ Description if not obvious from the title

## **Related Professional Experience** (see [Resume Content](#), [Resume Video](#) or [Resume Guide](#) resources)

- Academically relevant experiences (optional: customize section title, e.g., Teaching Experience)
- List most recent first (including internship—paid or unpaid—experiences)
- See Research Experience section for detailed info on writing your research experience
- Include the following:
  - ✓ Position title (commonly known/functional title)
  - ✓ Company/organization name
  - ✓ Company City, ST
  - ✓ Dates worked (month/year)
  - ✓ Job responsibilities/duties (2-4 employer-centered lines starting with action verbs)
  - ✓ 3-4 bullets focused on your accomplishments

## **Publications & Presentations** (see [CV Samples](#))

- Always bold your name in the authorship
- Oral or poster presentations should be pertinent enough to discuss (have sharable copies ready)
- Include the following:
  - ✓ Submitted or pending publications/presentations
  - ✓ Use the appropriate format for your discipline (APA, MLA, etc.)

## **Volunteerism or Community Engagement** (see [Resume Video](#) or [Resume Guide](#) resources)

- Include experiences relevant to academics (both on & off-campus)
- List most recent first
- Long-term consistent items are better than one-day or short-term experiences
- Student organizations can be listed here, especially if a position was held
- Include the following:
  - ✓ Position title
  - ✓ Company/organization name
  - ✓ Company City, ST
  - ✓ Dates worked (month/year)
  - ✓ Bullets are optional

## **Interests** (see [CV Samples](#))

- Share about your areas of interest in teaching or research specializations (bullets)

## **OPTIONAL SECTIONS (AS APPLICABLE)**

- Research Experience
- Professional Affiliations
- Certifications & Licensure
- Other Professional Experience
- Professional Activities
- Added Qualifications

## **Research Experience** (see [CV Samples](#))

- Highlight the accomplishment if you gained grant funds
- List most recent first
- List the primary researcher or lab director, unless it was truly under your ownership
- Include the following:
  - ✓ Lab/department/company name
  - ✓ City, ST
  - ✓ Title of research
  - ✓ Principal investigator
  - ✓ Dates involved (month/year)
  - ✓ 2-3 bullets focused on your role in the research & accomplishments

## **Professional Affiliations or Memberships** (see [CV Samples](#))

- Include the following:
  - ✓ Organization name
  - ✓ Dates of membership (month/year)
  - ✓ Leadership role (include position title & responsibilities/duties)

## **Certifications, Licensure (and/or Credentials)** (see [CV Samples](#))

- List in reverse chronological order (most recent first)
- Do not abbreviate the institution/organization or certification, license, or credential names:
  - ✓ Pupil Personnel Services Credential instead of PPS
- Include the following:
  - ✓ Certification, license, or credential name
  - ✓ Specialized certification, license, or credential #
  - ✓ Institution name
  - ✓ Institution City, ST
  - ✓ Validation date

## **Other Professional Experience** (see [Resume Content](#), [Resume Video](#) or [Resume Guide](#) resources)

- Other work experiences that may not be as relevant/related, but demonstrate work history
- Optional sections to include: International Experience or Leadership Involvement if relevant/related
- List most recent first
- Include the following:
  - ✓ Position title (commonly known/functional title)
  - ✓ Company/organization name
  - ✓ Company City, ST
  - ✓ Dates worked (month/year)
  - ✓ Job responsibilities/duties (2-4 employer-centered lines starting with action verbs)
  - ✓ 3-4 bullets focused on your accomplishments (focus on relevant/related items)

## **Professional Activities** (see [CV Samples](#))

- Feature other activities (attended or facilitated), customizing section title(s) accordingly
- Section examples: Conferences, Invited Speaking, Workshops, Clinics, Seminars, etc.
- Include the following:
  - ✓ Activity venue (e.g., National Conference for Professionals)
  - ✓ Activity type (e.g., roundtable facilitator)
  - ✓ Activity title (e.g., "Afro-Asian Poetry")
  - ✓ Activity City, ST
  - ✓ Activity Date (month/year)

## **Added Qualifications** (see [CV Samples](#))

- Feature additional qualifications, customizing section title(s) accordingly
- Section examples: Grants, Fellowships & Funding Received, Additional Trainings, Committees, etc.
- Include the following:
  - ✓ Name of fellowship/organization/committee
  - ✓ Dates involved (month/year)

## Final Check

### BEFORE APPLYING

- Use your industry's style for citations (APA, CMS MLA, etc.)
- Tailor CV to your experiences & industry
- Omit "References Available upon Request"; use a separate page for your list of references
- Create dynamic & relevant experience descriptions (see [Resume Content](#) resource)
- Do not use personal pronouns (e.g., "I" or "we")
- Do not include salary history, photos of yourself, or disclose marital status
- Refrain from using acronyms – it is most professional to write out acronyms
- Proofread everything! – have a Career Counselor and two other people review for errors
- Follow any special directions of employer (e.g., adding GPA, specific formatting, etc.)
- Research your field by reviewing CVs from professors/employees at the prospective institution/company and assess appropriate formatting

### WHEN APPLYING

#### In-Person

- Use neutral colored "resume paper" (no bright colors)
- Deliver in a legal-sized envelope (8.5"x11") to avoid folding your documents
- Do not staple or paperclip any documents

#### Electronically

- Use a professional email address when emailing employers
- Unless the employer specifies otherwise, attach your cover letter & CV in PDF format
- When sending application material via email, put your cover letter in the text of your email
- If you are applying for positions online, follow the employer's instructions exactly