CVs vs. Resumes

The terms resumes and CVs are often used interchangeably to describe a document used as part of a job or further education application package. While resumes and CVs share some traits, they also have some notable differences.

Same:

- Clean, consistent formatting
- Name and contact information are complete and stand out
- No typos or grammatical errors
- Font size and style are easy to read
- Section headings are relevant
- Section headings are ordered from most important to least important
- Entries under each heading are in reverse chronological order
- Bullet points are used to facilitate fast, easy reading
- STAR statements are used to highlight relevant technical and transferable skills and emphasize accomplishments and results
- Content is reader-centric and is written with the job posting or program in mind
- Do not include personal details such as citizenship, marital status, SIN, salary requests, or reasons for leaving previous jobs

Different:

CVs

- 3-10 pages
- Content is cumulative –it gets longer as your education and career progress
- Most often used for positions in research and academia
- Can include headings such as: Research Interests, Teaching Philosophy, Education, Publications, Grants, Awards, Fellowships, Poster Presentations and Conferences, Professional Designations, Work Experience, Volunteer Experience, and Languages

Resumes

- 2 pages max
- Length does not change, but content changes to target each specific job posting
- Most often used for industry positions

- Usually includes headings such as: Summary of Qualifications, Education, Work Experience, Volunteer Experience and Extra Curricular Activities