

Workshop Topic: CV or Resume: Which One is Right for Me?

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The workshop was designed to better inform students on the differences between a curriculum vitae and a resume and to describe what should be included in each, including some items people tend to forget.

A **resume** is a shortened story of what you have accomplished. It should be one page for every 5-7 years of work experience, but not exceed 2 pages. Studies have shown that it should be on white or off-white paper, and templates are usually not the best idea. Make sure the paper is heavy and high-quality, that your strongest qualifications are first, and that you have absolutely no grammatical, punctuation, or other mistakes. Don't forget to provide your current address, telephone number, and email. Use powerful action verbs and, if you have an objective, make sure it is brief and specific. When listing your education and training, be sure to list the most current first and work backward. If your GPA is higher than a 3.0, include it, along with honors, awards, scholarships, studying abroad, and major projects. For professional experience, include paid, unpaid, internships and cooperatives that relate to your objective. Be sure to include the organization name and location, the title you held, transferable skills, and quantitative/qualitative indicators describing your contribution. Be sure to use jargon of the field, too. Don't forget your additional skills, which can cover anything from computer skills to language skills. One thing not to include is a list of references. It is assumed that references are available, so don't waste precious space on them. The employer will ask for them if they need them.

A **curriculum vitae** is longer than a resume, and is generally used for technical or scientific positions. There are not really any rules on format or length on a CV except for this: be complete yet concise. Be sure to include the basic information, educational background, honors and fellowships, teaching/research experience, publications, manuals, etc. Do not include personal information such as age, sex, marital status, race, or religion. There are some links that are helpful in viewing some example CVs as well as getting pointers. They include:

http://www.quintcareers.com/curriculum_vitae.html,

<http://jobsearch.about.com/od/curriculumvitae/>

<http://www.socialpsychology.org/vitatips.htm>

If you have any other questions, be sure to visit the career center (online at gwired.gwu.edu/career). There are many people there just waiting to give advice and guidance., as well as listings of alumni that may be helpful.

Summary provided by Sara Laughlin, Master of Forensic Science candidate