

DEFINITION AND FORMAT OF Résumés OR A CURRICULUM VITAE (CV).

When applying for a position at a university or a business organization, you will be required to provide either a résumé or a curriculum vitae, usually referred to as CV. Below is a discussion of the different formats available and the rationale for when you should use each format. A template for a skills résumé, the most commonly used résumé format, and a traditional CV are provided on the following pages.

THE THREE TYPES OF Résumés

There are three types of résumés commonly used in applying for job positions: A chronological résumé, a functional, and a skills résumé:

Chronological Résumé:

A chronological résumé begins by listing your work history, with your most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first.

A Functional Résumé:

A functional résumé focuses on your skills and experience rather than focusing on your work history. A functional résumé is often used by people who are either changing careers or who have gaps in their employment history.

A Skills Résumé or Combination Résumé:

A combination résumé or a skills résumé is one that lists your skills and experience first, and then your employment history is listed next. This type of format fits most circumstances better than the other two types, because it allows you to highlight the skills you have that are relevant to the position you are applying for, and at the same time, also provide the chronological work history that many employers prefer. In addition, it is recommended that you should not use a statement that describes your specific goals at the top of your résumé because it can limit your choices.

Instead, it is preferable, in most cases, that you include that information in a cover letter. Typical sections of a skills résumé are:

- Contact Information
- Employment Objective (Optional)
- Summary of Qualifications
- Education
- Certifications and Computer Skills
- Professional Experience
- Professional Organizations (optional)
- Professional Development (optional)
- Interests (optional)
- Personal Data (optional)
- References (upon request). This statement is optional if you can provide three letters of recommendation with your Résumé ahead of your interview.

CURRICULUM VITAE:

A curriculum vitae, usually referred to as CV, is a life statement of your professional career that is often used when applying for teaching positions or in academic settings. A CV is usually longer than two or more pages. It includes a much more detailed synopsis of your professional experiences than a résumé. Typical sections of a CV are as follows:

- Contact Information
- Education
- Summary of your academic background
- Summary of your teaching experience
- Summary of your research experience
- Publications (you can separate refereed and now refereed publications).
- Presentations
- Awards & honors
- Affiliations
- Positions on committees, boards, and other details.