

Switching from CV to Resume – What’s the difference?



	CV	Resume
Recommended Length	2 pages	1-2 pages, 1 page for recent graduate
Aim & Purpose	To inform employer and sell yourself	To inform employer and sell yourself
Style	Narrative and Comprehensive Full explanation of roles and responsibilities – usually bullet points of 2 lines in length each	Punchy and Urgent More focus on achievements, measurement of success. Shorter bullet points getting to the point faster
Font Size	Recommended not less than 11 point	Recommended not less than 10 point
Summary of what you offer at the top of document	Yes	No
Reverse Chronological order for education and employment	Yes	Yes
Education section	Name of course and institution Give From-To dates Can list selected modules from last 2 years. Can list selection of grades from modules Can mention projects	Name of course and institution Give date of completion only Focus on grades / GPA/ your class ranking relative to other students. What makes you stand out ?
Relevant Experience section	Divide between Relevant Experience and Other Work Experience. Average of 5 bullet points for each job.	Focus on Relevant Experience Max of 3 bullet points to describe each role. Focus on achievements & responsibility
Other Experience section	Group non-relevant roles together and give shorter description	Experienced candidate? Don't include this section. Student/recent graduate? Include if it demonstrates some key competencies
How many past jobs should I include?	More detail on last 10 years, less so prior to that.	Experienced candidate? Focus on last 3-4 roles. Student/recent graduate include non relevant roles if they demonstrate something impressive about you
Leadership	Included in Additional Information	Separate section showing involvement in Extracurricular Activities, Volunteering Activities. Can also be called Additional Information
IT Skills	Separate section outlining your competency	Included in Additional Information section
Additional Information	Usually termed Interests and Achievements. Separate headings and then brief description of your activity for each	All achievement based. One line for each item to introduce and explain. Include: Languages, IT Skills, Sports, Involvement in Clubs/ Societies, Interests. (See comments on leadership above)

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