RESUME AND CV: DEFINITIONS AND TEMPLATES

It's a common misunderstanding that 'CV' (curriculum vitae) and 'resumé' are the same thing, and although they have similarities, they are different, separate documents with their own features, structures, and applications.

There are a few key differences between a CV and resume:

- **Length:** The most obvious difference between CV and resumé is length, with CVs being significantly longer, on average, than resumés.
- **Content:** CVs and resumés can share similar content, but CVs include more generalised content about your life and career, while resumés focus on key details and relevant info.
- **Purpose:** A CV is designed to provide a grand overview of a job seeker's education and career path, while resumés are more about selling key skills and experiences.
- **Focus:** A CV is broader, encompassing a person's whole life, while resumés are much more sharply focused on a person's relevant skills for a role.
- **Style and format:** CVs can be long-form, with more detailed sections and informative text, while resumés are mainly short and snappy, often with brief bullet point descriptions.

What is a resume and when to use one?

A resume is a one or two-page document that highlights your career achievements that is written in a professional tone and uses powerful, accomplishment-based statements. Additionally, the resume is usually full of keywords taken from the job description and aligned with the values and traits that the employer is looking for.

Resumés are more commonly used in countries like the US, Canada, and parts of Asia. They're often the preferred option when applying for roles in certain industries, like finance or governmental positions, where key information is needed and employers won't necessarily want a full CV and life story from you. Examples of when to use resumés include:

- Business and industry positions: Like corporate banking and finance.
- Government positions: Clerks, Secretaries, Social Workers, etc.
- Non-profit positions: With charities and similar organisations.
- Internships and entry-level positions: For graduates and those who are new to the workplace.

What is a CV and when to use one?

Curriculum vitae comes from the Latin word for "the course of one's life". A CV is quite a bit longer than a resume, with some CVs reaching six or seven pages depending on the applicant's background, experience, and education. A good point of reference is to remember that an international CV can be compared to a U.S. federal resume.

Carefully choose the language to use to make your CV stand out from the crowd and grab the attention of the employer or recruiter. Use action verbs, to describe each achievement or bullet for each of your roles and follow up with impressive results or outcomes to demonstrate what you delivered. Also, utilise keywords which are searchable and relevant for the role you are applying for.

CVs are most commonly used around Europe, along with other countries, like New Zealand. They're a good choice to use for creative and academic positions, along with science and research roles, and other situations where employers will want to hear a broad and informative overview of each job seeker before deciding who to hire.

Examples include:
- Academic positions: Such as teaching and lecturing roles.
- Research positions: In fields of science and healthcare.
- International positions: When applying for jobs that involve cross-border work and travel.
- Creative or artistic positions: Like roles in the media.

Tips for formatting a CV or resumé

1. Use a font type and size that is clear and easy to read. There's no need for elaborate or decorative fonts.
2. Have a clear layout, with headers to separate the main sections like 'Education' and 'Professional experience.' This will make your document easier to read.
3. It's perfectly acceptable to use bullet points to highlight elements such as key skills or main duties in previous roles. This will save time for the person reading your CV and make it easier to get through.
4. Double-check your document for any errors or typing mistakes that you need to go back and fix. A single error can make a document look less professional.

Common mistakes to avoid

1. Using the wrong format: It's important to understand whether a role requires a resumé or CV. If you use the wrong one, you may be rejected right away. Job listings will usually state very clearly whether a CV or resumé is expected.
2. Including irrelevant information: While a CV can contain more information than a resumé, it's still best to focus on the most relevant and useful information in both documents. Don't include things that have no bearing on the role you're applying for, like high school grades or details about previous roles in other industries.

3. Making grammatical and spelling errors: Spelling and grammar errors need to be avoided as they look unprofessional and produce a negative first impression.
4. Not tailoring your CV or resumé to the job application: Many people simply copy and paste the same CV or resumé for all jobs they apply for. That's a big mistake. It's much more logical and wise to adjust your document according to the needs and expectations of each role and company you apply to.

Resume template and layout

Name and title: Include your full name and title

Contact information: A phone number or email address (or both) so that you can be contacted if needed by the employer.

Professional Summary: A brief overview of your key skills, relevant qualifications and experiences that an employer can scan to learn what they need to know about you.

Skills: A brief list of key, relevant skills, including any relevant certificates or licenses.

Experience: A list of jobs and roles you have had in the past which are connected or relevant to the role you're applying for.

Education: Highlighting the most relevant part of your education, like a degree or qualification which is related to the job you're applying for.

Awards, Affiliations, and Volunteerism: A list of awards and special achievements which should also be relevant to the role at hand. Mention of any relevant internships or volunteer work.

If you are new to the workforce, the skills section is a crucial component of your resume. List all of your skills, prioritised by how relevant they are to the job you're applying for. You can list all the skills you accrued in your studies: software proficiency, analytical skills, public-speaking skills, teamwork, graphic design, editing, accounting – any abilities you have that will grab the attention of the recruiter.

CV template and layout

Name and Title: Include your full name and title

Contact Information: Your email address, phone number and city/country location. You may also choose to add your date of birth.

Nationality

Visa status

Professional Summary: An overview of your key skills and relevant qualifications or experiences that an employer can quickly scan to learn the key info they need to know.

Education and Academic Qualifications : Include relevant courses studied, GPA, papers written, and studies performed. Also include competition dates and where you received the qualifications.

Additional Training: List any additional training such as certifications,

Skills: Focusing on skills that are relevant to the role at hand

Languages: Languages spoken and proficiency level

Software Tools: Highlight software programs you are proficient in that are relevant for the role

Professional experience: Majority of the CV, listing out all of your previous (and current) jobs, including a brief description of your role and responsibilities, major achievements, time in role.

Achievements, Awards or Honors: Any award or achievements you've received throughout your career.

Professional affiliations: List of memberships to relevant professional organisations,

References: Note that these are available on request, and make sure you let the people you plan to put forward know that you are including them in your references and ensure they're happy to assist.