



CANISIUS UNIVERSITY

Developing Your Curriculum Vitae (CV)

What Is the Difference Between a Resume and a CV?

The primary differences are the length, content, and purpose. A resume is a one-page summary of your skills, experience, and education. A goal of a resume is to be brief and concise because the reader will likely spend a minute or so reviewing it. A CV is a longer and more detailed synopsis of your qualifications. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and so on.

When to Use a CV

In the United States, a CV is used primarily when applying for international, academic, educational, scientific, or research positions, and when applying for fellowships and grants.

What to Include in Your CV

Start by making a list of all your background information, and then organize it into categories. ***Some of the possible categories can include...***

Contact Information	Grants Awarded	Licenses and Certifications
Education	Publications	Other Experience (Work, Volunteer, or Internships)
Honors and Awards	Presentations	Other Skills (e.g. foreign language)
Relevant Experience	Conferences Attended	Educational Travel
Teaching Experience	Professional Affiliations	Statistical and Computer Skills
Campus Activities	Research Experience	

For more information on career development resources and services, contact The Griff Center Development Office located in Horan O'Donnell 014 at (716)888-2174.

Tips for Writing a Successful CV

1. **Place the most relevant information at the top.** Include information that is organized in order of relevance to your objective. If you are applying for medical school, you want the board to see your research experience before you discuss your fluency in a foreign language.
2. **Present items chronologically.** Place the most recent items first in each category of the CV.
3. **Do more than simply list.** Never just state you have experience; instead, show them. Make sure to keep these bullet points short and succinct.
4. **Be consistent.** Pay attention to the little details. Be sure to check that your headings and experiences are formatted in a consistent size and style.
5. **Use action verbs.** Highlight your strengths, accomplishments, and ability to complete tasks. These words would lead to bulleted statements under each of your experiences on your CV.

Actions Verbs:

Communication/ People Skills		Creative Skills		Research Skills	
Advertised	Interpreted	Acted	Initiated	Analyzed	Solved
Clarified	Involved	Adapted	Instituted	Clarified	Summarized
Collaborated	Judged	Composed	Integrated	Collected	Surveyed
Composed	Listened	Created	Invented	Compared	Tested
Consulted	Marketed	Customized	Modeled	Conducted	
Contacted	Mediated	Designed	Modified	Evaluated	
Convinced	Presented	Developed	Performed	Examined	
Corresponded	Publicized	Directed	Photographed	Experimented	
Discussed	Referred	Displayed	Planned	Explored	
Drafted	Reported	Drew	Revised	Formulated	
Edited	Resolved	Entertained	Revitalized	Gathered	
Expressed	Responded	Fashioned	Shaped	Inspected	
Formulated	Spoke	Formulated	Solved	Investigated	
Influenced	Translated	Founded		Measured	
Interacted	Wrote	Illustrated		Reviewed	

Financial & Technical Skills		Helping Skills		Organizational Skills	
Administrated	Managed	Adapted	Facilitated	Arranged	Reserved
Adjusted	Measured	Advocated	Guided	Categorized	
Allocated	Planned	Aided	Helped	Charted	
Analyzed	Prepared	Answered	Motivated	Classified	
Applied	Programmed	Assessed	Prevented	Coded	
Assembled	Projected	Assisted	Provided	Collected	
Assessed	Qualified	Clarified	Referred	Complied	
Balanced	Reconciled	Coached	Represented	Distributed	
Budgeted	Reduced	Collaborated	Resolved	Executed	
Calculated	Repaired	Contributed	Supported	Filed	
Computed	Researched	Counseled	Volunteered	Incorporated	
Converted	Solved	Demonstrated		Logged	
Determined	Validated	Diagnosed		Maintained	
Developed		Educated		Prepared	
Estimated		Encouraged		Processed	
Forecasted		Ensured		Registered	
Installed		Expedited		Reorganized	

Management/ Leadership Skills

Appointed	Executed	Reviewed
Approved	Generated	Selected
Considered	Improved	Streamlined
Coordinated	Increased	Strengthened
Decided	Initiated	Supervised
Delegated	Motivated	
Developed	Navigated	
Directed	Oversaw	
Emphasized	Planned	
Enforced	Prioritized	
Enhanced	Produced	
Established	Recruited	

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CV Sample

Your Name

City, State

Phone Number | Professional Email Address
LinkedIn URL

Your Name

Contact Method

Page Number

Education

Institution Name, City, State

Degree Title, Expected or Granted Month/ Year

Major:

Minor:

GPA:

*Make sure to include
a header in case the
pages get separated.*

Relevant Experience

Employer or Institution Name, City, State

Title, Date(s) Worked

- Action-orientated description of your responsibilities, achievements, and competencies gained

Research Experience

Name of Research Institution, Name of Researcher(s), City, State

Your Role, Date(s)

- Action-orientated statement describing your role in the research

*Margins should be 1" on
each side. Use a font
that is very readable.*

Honors and Awards

- Award Name, Granting Institution, Date Awarded

Teaching Experience

Supervisor, Institution Name, City, State

Title, Class Name, Date(s) Worked

- Action-orientated description of your responsibilities, achievements, and competencies gained

Publications

- List in bibliographic reference style, any abstracts, papers, or articles published or in the process of being published utilizing the format appropriate to your field

Presentations

- Use the appropriate documentation style for any research, professional, or poster presentations for your discipline (e.g., APA or MLA style).

Professional Affiliations

- Professional Organization, Your Role, Dates Involved

Licenses and Certifications

- Name of Certification, Date Awarded

Campus Activities

Organization, Institution, City, State

Title, Participation Date(s)

- Action-orientated description of your responsibilities, achievements, and competencies gained

Volunteer Work

Employer or Institution Name, City, State

Title, Date(s) Worked

- Action-orientated description of your responsibilities, achievements, and competencies gained

Other Skills

- What have you not included elsewhere that is relevant to the position/ graduate program you are applying for?

Your Name

Contact Method

Page Number

Be sure to check that your headings and experiences are formatted in a consistent size and style.

Check text for spelling and grammar!