

What is a CV?

A Curriculum Vitae (CV) is your detailed summary of professional and educational histories used for your application for enrolment.

The Difference Between a Resume and a CV

You must have heard this question before. A lot of us have always some confusion about the difference. The main difference between a resume and CV is the length and amount of detail that go in there. A CV outlines your entire educational and professional history, along with major achievements, if any, other credentials and etc. A Resume on the other hand layout and content wise is shorter and concise. Your Resume can be of one to maximum two pages long. But your CV can be up to four or five pages long, even longer.

Sections to include in your CV

At a minimum you should always include the below in your CV. You should do some research and learn how to create a proper CV. You can also seek help from a professional who may be an expert on CV writing.

In general, you should include the below sections:

Basic details about yourself

Fully name, address, contact details, may ben your LinkedIn profile link

Work experience

Start with the current or recent one, and then add others chronologically backward. Include the name of your role, name of business, start and finish date, main responsibilities, key accomplishments etc.

Educational background

Details of any qualifications or course you completed; major subjects, score, publications, name of institute, start and finish date etc. Add details of any short course you might have undertaken before.

Skills and professional affiliations

Details of your key skills, professional membership etc.

References

Add two or three professional referees if you can who will be able to vouch for you.

Good to remember

Never include your date of birth, marital status, religion, gender etc. in your CV. This information is not necessary and does not look professional. Your CV is all about your academic and professional background.