



RESUME VS. CURRICULUM VITAE (CV)?

WACKERLE CENTER FOR CAREER, LEADERSHIP AND FELLOWSHIPS

**What is the difference between a resume and a cv?
Both are used for job applications, but they are not
always interchangeable.**

Resumes are concise and present a summary of your background job related education, experience and involvements, formatted to fit on one page, (maybe two max). A CV is more detailed, designed to provide a complete history of your academic credentials and is appropriate to be longer.

HOW ARE THEY SIMILAR

Both are tailored to the specific position, program or company/institution you are applying to

Both typically do not include a description of personal interests

FORMAT

Resumes are needed to apply for a position at a business, not-for-profit and government entity; a CV is required for people seeking fellowships, grants, post-doctoral positions and teaching/research positions in post-secondary academic institutions. Graduate school applications typically request a CV, but are generally looking for a resume with detailed descriptions of research projects and publications.

DID YOU KNOW?

In some European countries, the term CV is used to describe all job application documentations, including a resume. In the United States and Canada, the two terms are sometimes used interchangeably. When in doubt, ask for clarification.

TIME TO COMPARE

REN POLITICS

Monmouth College | 318 N 9th Street | Box# 000 | Monmouth, IL 61462 | rpolitics@monmouthcollege.edu | 111-111-1111

EDUCATION

Bachelor of Arts, Political Science May 2020
 Monmouth College, Monmouth, IL
 Cumulative GPA: 3.95/4.0

RELEVANT COURSEWORK

Politics: American Politics; Global Politics; Law and the American Legal System; Environmental Policy
Environmental Study-Away Course – Holden Village, Washington, J-Term January 2018

STUDY ABROAD – China

- Joint initiative to improve recycling efforts on Chinese college campuses by researching and implementing successful policies
- Courses on Mandarin Language, Chinese Culture, U.S.-China Relations
- Traveled to Xi'an, Beijing, Shanghai, and remote areas in western China
- Demonstrated strong ability to solve complex problems abroad (*Could insert such as here*)
- Adapted to unfamiliar environments and demonstrated flexibility in new situations
- Used communication and organizational skills to navigate through new cities
- Managed finances in varying currencies

INTERNSHIP

Summer Research Intern August 2019-Present
 Monmouth College Political Science Department, Monmouth, IL

- Conducted foreign policies and domestic government research that advanced the goals of the office
- Drafted memos and summary reports to inform of relevant findings
- Curated news clippings from major media outlets to support research findings
- Compiled data Presented research to faculty at the end of summer internship

EXPERIENCE

Campaign Manager August 2018-April 2019
 Monmouth Student Government, Monmouth, IL

- Directed the winning campaign for Monmouth's 2019 student body president, who received 73% of the votes
- Managed all aspects of the campaign including recruiting a team, volunteers, creating a budget, and monitoring expenses
- Raised \$1000 in campaign funds, 56% more than the competition, by planning events, contacting donors and taking donations
- Assisted with speech writing and prepared the candidate for debates
- Coordinated the voter outreach program, which included email, social media, and traditional mailers, which increased participation by 13% from the 2018 elections.

LEADERSHIP AND INVOLVEMENTS

Monmouth College NCAA Athlete Basketball September 2016-Present

- Commit 20+ hours weekly to practices and competition
- 2nd place Midwest Conference

SKILLS

Publicity	Speechwriting
Campaign Relations	Fundraising
Speechwriting	Crisis Management

CV STUDENT

999 W. Monmouth, IL 61462 · cvstudent@monmouthcollege.edu · 999-999-9999

Education

Monmouth College Monmouth, IL
 Bachelor of Arts in History, Classics May 2020 (expected)
 GPA: 3.54/4.0

Research Experience

University of Nebraska- Lincoln Summer Researcher Summer 2018
 Lincoln, Nebraska

- Transcribed and encoded 19th century Habeas Corpus petitions
- Collaborated with faculty mentor Dr. Jagodinsky in the creation of a digital archive of sensitive court documents
- Demonstrated proficiency with archival software and coding language (TEI)
- Presented research to peers and faculty mentors

Murdering the Medici

Summer Opportunity for Intellectual Activity (SOFIA), Monmouth, Illinois Summer 2018

- Mentored first year students in the research process
- Created interactive timeline of the Medici family and the Renaissance era
- Presented findings to professors and research students

Additional Relevant Experience

National Museum of African Art: Conservation Intern Summer 2019
 Smithsonian Institute, Washington DC

- Worked under Senior Conservator Dana Moffat involving the conservation of objects, paintings, textiles, paper, | time-based media, and other materials.
- Presented project findings to peers and Senior Conservators
- Researched the historical background and provenance of objects in the collection
- Learned to uses advanced technology in the field of museum conservation such as X-radiography and X-ray fluorescence

Projects

Black Classicist Exhibition Fall 2019

- Designed marketing material to promote exhibition and its opening reception
- Created program for opening reception including selecting and scheduling performers
- Assisted in preparing displays of collection materials, both in real and virtual exhibition spaces

Honors and Awards

Spitz Price in Public History Spring 2019
Illinois Classics Conference Award for Outstanding Accomplishment in Classical Studies Spring 2019

Relevant Skills and Courses

Black America (HIST-110)	History of Black Feminism (HIST-499)
Black Atlantic Rebels (HIST-220)	Modern Philosophy (PHIL-307)
Women's Studies (WOS-201)	African American History (HIST-499)
Race, Ethnicity, and Other in Antiquity (CLAS-340)	20th-C US Women's Fiction (ENGL-347)

Leadership and Involvement

Association for Student Activity Programing (ASAP) President Fall 2018-Present

- Plan and execute inclusive programing and encourage conversations about diversity and inclusion
- Facilitate weekly meetings to review progression of programing events
- Connect assorted organizations to build campus community through event planning

Membership of Professional Societies

Mortar Board Honor Society	Spring 2019
Phi Alpha Theta Honor Society (President)	Spring 2018
Graduate School Exploration Fellowship (GSEF)	Spring 2017
Blue Key Honor Society	Fall 2017

RESUME

- Used when applying to a position in industry, non-profit and public sectors
- Should be one page (can be two, but generally for those who have graduated and been in their careers longer)
- Often focuses on skills experience sections like "Relevant Experience" or "Customer Service Experience:
- Emphasizes skills, experience and education
- Edited for each new application

CURRICULUM VITAE (CV)

- Used when applying to graduate school, fellowships, grants and positions in academia
- Includes sections like publications, papers, conferences, exhibitions, honors and awards, presentations, volunteer experience, professional associations, languages, honors and awards when applicable
- Is a catalog of academic, professional and personal accomplishments
- Education is always first

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