

# Pay Attention Coaching Career Insights



## CV or Resume?

### Choosing the Right Document for Your Job Search

#### Quick Highlights

- CV for academia and research
- Resume for most jobs
- CV is comprehensive
- Resume is targeted

One of the most common questions clients ask is whether they should submit a CV or a resume. While they are often used interchangeably, they serve different purposes. Choosing the right one helps employers quickly understand your qualifications and fit.

### When a CV Is the Right Choice

A Curriculum Vitae, commonly called a CV, is a detailed record of your academic or professional career.

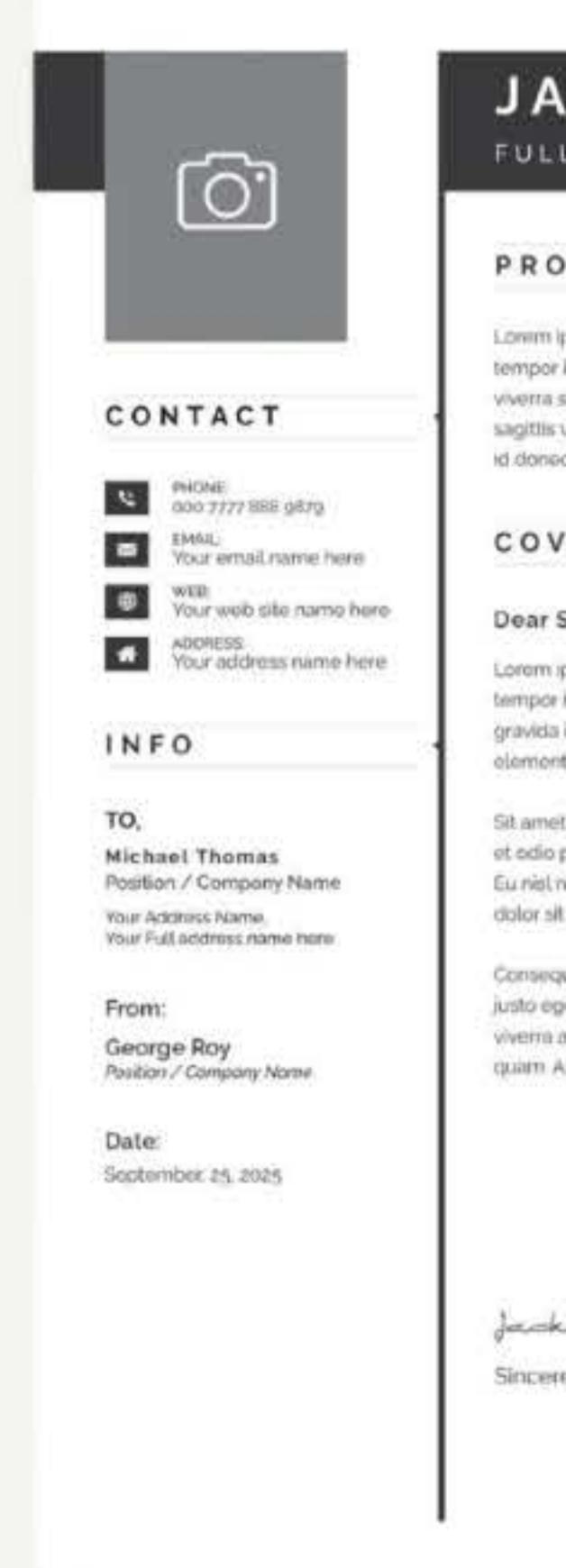
A CV is appropriate when applying for:

- Academic roles such as professor, lecturer, or researcher
- Medical or clinical roles connected to research or teaching
- Scientific or research focused positions
- Fellowships, grants, or funded research opportunities

#### A Note on International Roles

Outside the United States, the term CV is often used to describe what Americans call a resume. In many international markets, this CV is still a concise, role focused document rather than a long academic record.

Academic and research roles worldwide continue to require a full academic CV.



#### CVs typically:

- Have no page limit
- Present a full career history
- Include publications, research, teaching, presentations, grants, and certifications
- Are used primarily in academic, medical, and research environments



## When a Resume Is the Better Option

A resume is a focused, role specific document designed to support a particular job application.

A resume is appropriate when applying for:

- Corporate, nonprofit, and private sector roles
- Most U.S. based jobs
- Leadership, management, operations, and consulting positions
- Career changes or advancement opportunities

Resumes typically:

- Are one to two pages
- Emphasize results, impact, and relevance
- Are tailored for each role
- Are designed for recruiter and hiring manager review



## A Simple Way to Decide

Ask yourself this question:

Does the employer want to see my full academic or professional history, or my fit for this specific role?

If the answer is full history or academic credentials, a CV is the right choice. If the answer is role specific fit and impact, a resume is the better option.

## Final Thought

Strong applications are aligned. Using the right format helps employers clearly see why you are a match and supports a more confident job search.



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If you are unsure whether a CV or resume is right for your situation, a brief discovery call can help clarify next steps.