

Understanding CVs and Resumes Better

VOCABULARY WORDS

1. **summarize** Verb /'sʌm.ə.raɪz/ to give a brief statement of the main points of something
Example: The executive had to summarize the long report into a single page for the board.
2. **informally** Adverb /ɪn'fɔː.mə.li/ in a relaxed, friendly, or unofficial manner
Example: Although they are business partners, they speak to each other informally.
3. **academic** Adjective /,æk.ə'dem.ɪk/ relating to schools, colleges, and universities, or connected with studying and thinking
Example: She decided to pursue an academic career and become a professor at the university.
4. **postgraduate** Adjective /,pəʊst'grædʒ.u.ət/ relating to more advanced studies after completing a first degree
Example: He is currently looking for a postgraduate program to earn his Master's degree.
5. **publication** Noun /,pʌb.lɪ'keɪ.ʃən/ a book, journal, or piece of research that has been printed and made available to the public
Example: Her latest scientific publication appeared in a famous medical journal last month.
6. **refer** Verb /rɪ'fɜːr/ to mention or speak about someone or something
Example: Most people in North America refer to soccer as "football" when traveling in Europe.



You might encounter two distinct terms when preparing a document to showcase your professional background to potential employers. These common terms are "resume" and "CV," which is short for the Latin phrase "curriculum vitae." Both documents serve as a primary tool to highlight your specific skills and past experiences during a job search. Choosing the right word often depends on the industry or the country where you are applying. Understanding the nuances between them is essential for any modern professional looking to advance their career.

When people speak **informally**, they often use these two words as if they have exactly the same meaning. In this context, the document usually **summarizes** a person's work history, educational background, and relevant technical skills. It also contains essential personal information, such as your full name and a professional email address. Most experts suggest that a standard version of this document should be approximately two pages long. Keeping the information concise helps hiring managers quickly identify if a candidate is a good fit.

Despite the fact that people use the terms interchangeably, a technical difference exists between a resume and a CV. A resume is typically what most people are actually referring to in a standard business environment. It is a brief, focused document that outlines your professional history and achievements for a general audience. This format is the standard requirement for almost every job, ranging from office workers to senior managers. Because it is so common, many people simply **refer** to every job application document as a resume.

In contrast, a true CV is a specialized document required for **academic** roles or **postgraduate** education applications. It contains all the basic information found in a resume but adds significantly more detail regarding a person's career. For instance, a CV lists every **publication**, research project, teaching experience, and professional award the person has received. Because of this extra detail, these documents are much longer, often spanning between three and ten pages. This format allows universities to see the full scope of a scholar's contributions to their field.

If you feel confused about which term to use in a conversation, you should not worry too much. In the UK, people almost always use the term "CV" for every type of non-**academic** job application. However, people in the US, Australia, and Canada usually prefer to use the word "resume" for the same document. Regardless of the word you choose, most employers will understand your intent based on the specific job. As long as the document is professional and accurate, the title at the top matters less than the content.

DISCUSSION

1. Have you ever had to write a CV or a resume? Was it easy or difficult for you?
2. Do you think a two-page document is enough to show a person's true potential?
3. Which term—CV or resume—is more commonly used in your home country?
4. If you were an employer, what is the most important skill or experience you would look for?
5. Do you think it is fair that academic jobs require much longer documents than other jobs?
6. How often do you think a person should update their professional profile?
7. Aside from a CV/resume, what else can a person do to stand out when applying for a job?