



# Résumé or Curriculum Vitae (CV)

What's the difference?



# The Purpose



## Résumé

- Used for professional opportunities and applications to graduate or professional schools that are career-focused
- One page that showcases the most relevant experiences and skills **tailored** to the industry and each position (you will modify it for each job)

## Curriculum Vitae (CV)

- Used for academic, medical, or legal professions, and applications to graduate or doctoral programs that are research-focused
- A few pages that archive your academic teaching, research, publications, presentations, posters, funding awards/fellowships, professional memberships, service, etc. (you will continue to update it as you go)

Comparing the parts of each document

**SIMILAR YET DIFFERENT**

# The Contact Section

## Résumé

- Contact information
  - First and last name
  - City, State
  - Phone number
  - Professional email
  - URL to your professional portfolio (optional)
- Headline/title or summary (optional)
  - A headline/title states your target job role and one or two of your specialty hard skills (for individuals new to a career or transitioning to a new career)
  - A summary is two to three statements that describe your success in the career with measurable outcomes (for individuals who have extensive experience that aligns with the job)

## Curriculum Vitae (CV)

- Contact information
  - First and last name
  - Address, City, State, and Zip Code
  - Phone number
  - Professional email

# The Education Section

## Résumé

- Education
  - Lists your highest degree, the school, and your expected completion month and year (if currently studying) or your graduation month and year
  - GPA (if required by the job)
  - Relevant coursework (list elective course titles or class titles that demonstrate high-level/specific knowledge related to the job)
- Certificates/Certifications/Licensures
  - List certificates relevant to the job by stating the name of the certificate, the issuer, and the month and year completed
  - List certifications and licensures relevant to the job by stating the name, the issuer, and the start and end months and years

## Curriculum Vitae (CV)

- Education
  - List all your degrees, the schools, and your expected or completion date
  - Include your thesis/dissertation title
  - List professional certifications obtained by an academic institution

# The Experience Section – Part 1

## Résumé

- Projects
  - Projects are short-term, planned tasks with a specific start and endpoint.
  - Include your class projects (reports, presentations, team projects, capstone).
  - You can also include personal projects and freelance work that is relevant to the job.
  - List the name of the project, the start and end months and years, and provide a bulleted list of the steps you took from start to finish.
  - The bulleted lists of steps should demonstrate your [career readiness](#) soft skills and include academic/[industry-specific](#) hard skills and concepts used.
  - List each project in reverse chronological order.

## Curriculum Vitae (CV)

- Research Experience
  - List your role, the organization, the start and end months and years, and provide a bulleted list of the steps you took from start to finish, giving the technical details.
  - Include who funded the research and partnering organizations.
  - List each experience in reverse chronological order.
- Teaching Experience
  - List your role, the course name, the school, the start and end months and years, and provide a bulleted list of what you did, including known acronyms in the field and practical outcomes.
  - List each experience in reverse chronological order.

# The Experience Section – Part 2

## Résumé

- Relevant Experience (optional)
  - If you have experience that is related to the job, you can bring this to the reader's attention by listing it in this section.
  - List your role, the organization, the start and end months and years, and provide a bulleted list of what you accomplished (do not list your job duties).
  - The bulleted lists of steps should demonstrate your [career readiness](#) soft skills and include [academic/industry-specific](#) hard skills and methodologies used.
  - Provide three to four bullet points that are related to the duties described in the job posting.
  - List each experience in reverse chronological order.

## Curriculum Vitae (CV)

- Publications
  - List each publication using the citation style related to your discipline (APA, MLA)
  - You can have subsections indicating the type of publication (e.g., journal publication, conference publication).
  - List each publication in reverse chronological order.
- Presentations
  - List the title of the presentation, the venue, the city and state, and the month, dates, and year.
  - List each presentation in reverse chronological order.
- Posters
  - List the title of the poster, the venue, the city and state, and the month, dates, and year.
  - List each poster in reverse chronological order.

# The Experience Section – Part 3

## Résumé

- Experience
  - Experience includes paid, unpaid, or volunteer work you did over an extended period.
  - Experiences are not project-based or one-time volunteer events/activities.
  - List your role, the organization, the start and end months and years, and provide a bulleted list of what you accomplished (do not list your job duties).
  - The bulleted lists of your accomplishments should demonstrate your [career readiness](#), [customer service](#), or [administrative](#) soft skills.
  - If the experiences are not directly related to the job, provide two to three bullet points that demonstrate the soft skills listed in the job posting.
  - List each experience in reverse chronological order.

## Curriculum Vitae (CV)

- Awards and Funding
  - List fellowships, grants, scholarships, nominations, etc.
  - List the name, the provider, and the start and end months and years.
  - List each award/funding in reverse chronological order.

# The Organizations Section

## Résumé

- Organizations
  - List relevant organizations where you have membership, including professional student organizations.
  - List the name of the organization and the start and end months and years.
  - If you held a leadership role, include your role before the name of the organization and list bulleted points to demonstrate your accomplishments.
  - If you have limited relevant experience and you were active in your organization, you can list bulleted points describing your engagement.
    - Engagement can include participating in one-time volunteer activities/events, attending guest speaker events, tabling to gain new members, hosting a pizza fundraiser, etc.
  - List each organizational membership in reverse chronological order.

## Curriculum Vitae (CV)

- Professional Associations
  - List professional associations where you have membership, including professional student organizations.
  - List the name of the association/organization and the start and end months and years.
  - If you held a leadership role, include your role before the name of the association/organization.
  - List each association membership in reverse chronological order.
- Service
  - List volunteer roles, reviewer roles (e.g., grant review, program review), etc.
  - You can have subsections indicating the type of service (e.g., professional, community).
  - List the role, the organization, and the start and end months and years.
  - List each service in reverse chronological order.

# The Skills Section

## Résumé

- Skills
  - List relevant academic/[industry-specific](#) hard skills and methodologies.
  - You can have subsections indicating the category of skill (e.g., [research skills](#), [technical skills](#), [data analysis skills](#), [language skills](#)).

## Curriculum Vitae (CV)

- Not applicable

# The References Section

## Résumé

- Not applicable

## Curriculum Vitae (CV)

- Choose three people who can validate your academic readiness and/or research abilities and confirm that they are willing to serve as references for you.
- List their name, title, organization, address, phone number, email, and relationship to you.

# Sample Résumé

Download the sample  
at:

[https://www.calstatela.edu/sites/default/files/Career%20Center%20College%20Resume%20Sample\\_2023.pdf](https://www.calstatela.edu/sites/default/files/Career%20Center%20College%20Resume%20Sample_2023.pdf)

## FIRST AND LAST NAME

name@calstatela.edu • 000-000-0000 • Los Angeles, CA

### EDUCATION

**Bachelor of Arts in Sociology, Option in Inequalities and Diversity**  
California State University, Los Angeles | Los Angeles, CA

May 2027

### RELEVANT COURSEWORK

Social Policy, Inequity, and Non-Traditional Families  
Social Class and Inequality

Environmental Policy, Law, & Society  
Sociology of Human Rights

### PROJECTS

#### Equity Assessment and Community Empowerment Initiative

Jan 2024 - Present

- Conduct a community analysis, focusing on areas such as education, healthcare, housing, and employment.
- Gather and analyze data on demographic disparities, socioeconomic factors, and access to resources, providing a comprehensive understanding of the existing inequalities.
- Facilitate a post-project assessment to measure the initiative's impact, including changes in community perceptions, increased access to resources, and policy changes.

#### Community Diversity Dialogue

Oct 2023 - Dec 2023

- Fostered connections among community members from various backgrounds, creating an inclusive environment where people felt comfortable discussing their experiences.
- Empowered individuals to work collectively to address social inequalities by bridging divides and building empathy.
- Promoted diversity in marginalized communities and addressed inequalities.

### EXPERIENCE

#### Homelessness Advocacy and Support Intern

Sep 2023 - Present

Nonprofit Organization for Homelessness Assistance | Los Angeles, CA

- Directly assist homeless individuals, including distributing food, clothing, and hygiene products.
- Assist in organizing and facilitating support group sessions, where homeless individuals can share their experiences, seek emotional support, and discuss potential solutions to their challenges.
- Advocate for policy changes in local government meetings in collaboration with community partners to address the root causes of homelessness and expand access to resources.
- Create informational materials for community outreach events to raise awareness about homelessness issues.

### ORGANIZATIONS

#### Vice President

Jan 2023 - Oct 2023

Sociology Student Association

- Led meetings, coordinated events, and fostered a sense of community among sociology students.
- Initiated and organized a successful panel discussion on "Social Inequalities and Community Empowerment" with notable guest speakers, attracting over 100 attendees and creating a platform for insightful discussions and networking opportunities.

#### Member

Nov 2021 - Dec 2022

Sociology Student Association

- Collaborated with fellow club members on a community service project, assisting local shelters in collecting essential supplies and organizing events for homeless individuals.
- Participated in various events, workshops, and discussions that deepened my understanding of sociological concepts and broadened my perspective on societal issues.

### SKILLS

Research Skills: Ethnography, Narrative Research, Participant Observation, Survey Design

Problem-solving Skills: Human Ecology Approach, Life Cycle Approach

Communication Skills: Active Listening, Conflict Resolution and Prevention, Group Development

Technology Skills: Statistical Package for Social Science (SPSS), MATLAB, Qualtrics

# Sample Curriculum Vitae (CV) – Page 1

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FIRST AND LAST NAME

5151 State University Drive,  
Los Angeles, CA, 90032

✉ professionalemil@gmail.com

☎ 000-000-0000

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## EDUCATION

**Master of Arts in Educational Technology, Option in E-Learning and New Media Design**  
California State University, Los Angeles Expected: May 2027

**Bachelor of Arts in Sociology, Option in Inequalities and Diversity**  
California State University, Los Angeles May 2022

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## RESEARCH EXPERIENCE

**Graduate Research Assistant**  
Educational Teaching Lab, California State University, Los Angeles Oct 2025 - Present

- Conduct classroom observations and assist in collecting data on student engagement and learning outcomes related to digital learning tools used in elementary classrooms as part of a federally funded research project.
- Collaborate with teachers to implement and test technology-enhanced instructional activities, providing feedback on usability and instructional alignment with state learning standards.
- Clean, code, and analyze student performance and survey data to contribute to progress reports and publications required by the grant sponsor.
- Maintain project documentation, timelines, and communication logs to ensure compliance with grant requirements and coordination across research sites and school partners.
- Support the evaluation and refinement of eme

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## TEACHING EXPERIENCE

**Teaching Assistant**  
Los Angeles Unified School District Jun 2023 - Jun 2025

- Facilitated social-emotional learning activities that strengthened students' communication and teamwork skills, helping them develop foundational career readiness competencies such as collaboration and active listening.
- Supported students in setting personal and academic goals, modeling self-management and reflection strategies that promoted accountability and resilience—key traits in both learning and future workplace success.
- Co-led small-group restorative practices and peer mediation sessions that enhanced students' conflict resolution and problem-solving abilities.
- Integrated career-connected learning themes into social-emotional lessons (e.g., empathy in leadership, adaptability in teamwork), helping students recognize the relevance of emotional intelligence in future career contexts.
- Collaborated with teachers, counselors, and families to reinforce growth mindset and persistence, contributing to improved student confidence, engagement, and long-term self-efficacy.

# Sample Curriculum Vitae (CV) – Page 2

- Created inclusive classroom spaces that celebrated diverse perspectives, fostering cultural awareness and communication skills essential for success in collaborative, multicultural environments

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## **AWARDS AND FUNDING**

<b>Children’s Wellbeing and Resilience Fellowship</b> ABC Youth After-School Program	Summer 2022
<b>Dean’s Award for Community Impact</b> California State University, Los Angeles	May 2021
<b>Golden Eagle Leadership Award</b> California State University, Los Angeles	Dec 2020

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## **POSTERS**

"Bridging SEL and Future-Ready Skills: Preparing Middle School Students for Collaborative Work and Leadership," National Association for Multicultural Education Conference 2023, San Diego, CA, September 20-24, 2023.

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## **MEMBERSHIPS & AFFILIATIONS**

<b>National Association for Multicultural Education</b>	Feb 2021 - Present
<b>Sociology Student Association</b>	Aug 2019 - May 2021

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## **SERVICE**

<b>Volunteer Mentor</b> Big Brothers Big Sisters of Greater Los Angeles	Jan 2024 - Present
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## **REFERENCES**

### **Dr. John James, Professor**

Department of Sociology  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
jjames22@calstatela.edu  
Relationship: Professor and mentor for 4 years

### **Dr. Jane Smith, Professor**

Department of Sociology  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
jsmith274@calstatela.edu  
Relationship: Faculty advisor for 3 years

# Sample Curriculum Vitae (CV) – Page 3

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**Dr. Juan Hernandez, Professor**

Department of Education

University of California, Los Angeles

Moore Hall 457 Portola Plaza Los Angeles, CA 90095

Juan.Hernandez@ucla.edu

Relationship: Teaching assistant advisor and mentor for 2 years

# Documents for Other Countries

**Every country has its own style of résumé, and many call it a CV.**

- Identify the general format and required information to include (e.g., some countries always include a photo).
- Conduct online research to identify key phrases used in both the country and in your field.
- Pay attention to tone and cultural nuances. For example:
  - U.S.A.: relevant achievements, accomplishments, results of work
  - Germany: a comprehensive list of experience, with a focus on duties and responsibilities, except in higher-level positions.