

PBI 1012 English for Professional Purposes

Jayapragas Gnaniah

Centre for Language Studies

Universiti Malaysia Sarawak



This OpenCourseWare@UNIMAS and its related course materials are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.



4. Introduction to Curriculum Vitae

Another important document to submit when applying for a job is the Curriculum Vitae or Resume.

Curriculum Vitae (CV) vs. Resume

A resume is a 1 to 1.5 pages long document often submitted in the USA and Canada with a cover letter. It does not follow strictly any particular structure or format. The goal of the resume is to highlight important and or significant points about an applicant. Resumes changes according to the position applied for and caters to the needs of the requirements of the position. The content does not have to be written in chronological sequence.

On the other hand, a CV, which in Latin means course of life, contains very detailed information about the applicant's educational background, employment history, special skills or knowledge, extra-curricular activities, accomplishment and achievements or honours. Unlike a resume, a CV does not change for the different positions applied for, is in chronological sequence, and could be more than 2 pages long. It is very popularly and widely used in the British Commonwealth countries. For a fresh graduate, the CV could emphasise on the applicant's education, knowledge, skills, extra-curricular activities, and achievements; while for an applicant with work experience, the emphasis could be on the employment experience and skills.

In countries such as Australia, New Zealand, India and even Malaysia, the terms are often used interchangeably.

