

THE DIFFERENCE

- Length
- Content
- Purpose

RESUME: A one (later in your career, maybe two) page summary of your skills, experience, and education. The goal of resume writing is to be brief and concise since the average recruiter only spends 6 seconds reviewing your resume.

CURRICULAM VITAE: Commonly referred to as a CV, this document is a longer (two or more pages) synopsis. It includes a summary of your educational and academic background as well as teaching and research experience, publications, exhibitions, presentations, awards, honors, affiliations, and other details. You can read the College Art Association's Standards and Guidelines for visual artist curriculum vitae [at this link](#).

WHEN TO USE WHICH FORMAT

RESUME:

- When applying for a job in industry

CURRICULAM VITAE:

- When applying for academic, education, scientific, or research positions
- When applying for grants

EITHER/OR:

- When applying to graduate school. Review requirements to find out which they prefer

OBJECTIVE vs SUMMARY

OBJECTIVE: Use if you are a recent grad or new professional. It should cover 3 topics:

1. The position you're seeking
2. What industry or environment you prefer
3. What skills you are offering to the employer

EXAMPLE: Creative, ambitious, deadline-driven Photography junior seeking a summer internship with Taxel Image Group

NOTE: Some employers find objectives to be redundant and unnecessary. If you're struggling to fit your resume on one page, an objective may not be needed.

SUMMARY: Use if you have several years of full-time professional experience. This serves as a "mini verbal business card" that details your background, strengths, most marketable skills and important personality traits.