

## 4.2. Self-Presentations: Basic Guidelines

CV stands for curriculum vitae, which is Latin for “course of life”.

### *Differences between a resume and a CV.*

If we talk about the Russian labor market, then CV and resume are two interchangeable synonyms. And if your potential employer asks you to send a resume, you can feel free to send your CV.

However, if we are talking about a foreign labor market, such as the USA or Canada, then the concepts of CV and resume do have significant differences and each has its own function.

In the U.S., a resume and CV are two distinctly different types of documents used for different purposes. In other regions of the world, such as the UK, New Zealand and parts of Europe, employers use the term CV to describe both CV and resume-style documents and don't use the term “resume” at all. In South Africa, Australia, Russia and India, the terms CV and resume are often used interchangeably.

Among the key differences between a resume and a curriculum vitae, or CV, include the document's length, its contents and purpose. You should take note of which region of the world you're applying in, plus your career path, when deciding which is more appropriate to use.

## **CV**

Usually, CVs describe a history of your education and academic activities, supplementing the information with facts about published works, awards and merits. CVs are mostly used to apply for academic roles or programs, grants, fellowships and research or teaching positions. You may have a CV if you're currently applying to or have graduated from a master's or doctoral program, or if you work as a professor or researcher at an academic institution.

A CV describes work experience in chronological order. Each point is given attention, describing as much as possible all the details of the previous professional activity. Although CVs can be created for every profession, this format is most often used by journalists, educational and medical

professionals, academics, etc., to describe their entire career path in detail: studies, internships, fellowships, research papers, publications and achievements.

*What is the ideal length of the document?*

There is no specific length of a CV. A person with many years of experience and a large number of published works can have a CV that can even reach five or more pages.

Example:

<https://www.uaf.edu/dms/avdonin/>

## Home Page of Sergei A. Avdonin



**Professor of Mathematics**

Office: Chapman 304A

Email: [s.avdonin@alaska.edu](mailto:s.avdonin@alaska.edu)

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### My Address

**Department of Mathematics & Statistics**

University of Alaska, Fairbanks, AK 99775-6660

Phone: (907) 474 5023 (office), (907) 455 7655 (home)

Fax (907) 474 5394, E-mail: [s.avdonin@alaska.edu](mailto:s.avdonin@alaska.edu)

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### My Work

- [Curriculum Vita and Publications \(PDF\)](#)
- [Research \(PDF\)](#)

CV (17 pages):

<https://www.uaf.edu/dms/files/Avdonin%20S%20CV-September-2019.pdf>

Update your CV every time you apply for a new role to ensure you include relevant keywords and skills. When maintaining a general version of your CV, update it each time you take a class, finish a job or have a major career accomplishment, like a publication or award.

*CV will not have to adapt to each vacancy. The only thing that needs to be written specifically for each vacancy in this case is a **cover letter**. With it, you show motivation in obtaining a position and interest in the company.*

## *CV template*

[Your Name]

[Address, phone (WhatsApp/Viber) number, email address]

### **Professional summary**

[Introduce yourself, highlight your best qualifications and explain why you're a fit for the job]

This section sums up your best qualifications and explains your ideal career path.

### **Education**

[Title of degree] [Dates attended] [GPA] (Grade Point Average)

[School name]

[Title of dissertation or thesis]

List your education in reverse chronological order, with your most recent degree first. Include both degrees you've earned and those you're pursuing.

*For example:*

*Master of Science in Philology and Business Communications | 4.9 GPA (maximum 5) | 2025*

*Irkutsk State University, Russia*

*Thesis: "Features of translation of contract documents in Russian-Chinese trade relations"*

### **Work experience**

[Job title] [Dates of employment]

[Name of employer] [City and state of employer]

[Description of your responsibilities and accomplishments]

Detail all your practical work experience so your prospective employer can see your career path, including full-time and part-time employment; internships, research projects, volunteer work.

### **Skills**

[Relevant skills]

List any abilities that apply to the potential job, such as foreign languages or a type of software. Try to include skills that relate to the job description to make yourself a more desirable candidate.

### **Personal interests (optional)**

[Short paragraph on your personal pursuits]

You can choose to include a brief description of your hobbies and interests. Including a few hobbies may help you form a personal connection with the hiring manager.

### **Community service**

[Position held or job performed] [Dates of service]

[Organization] [City and state of organization]

### **Accomplishments**

### **Publications**

[Authors with your name in bold] [Year of publication] [Title of article] [Publishing journal]

### **Awards and honors**

[Name of award] [year]

# RESUME

Resumes are used when applying for jobs in the private or public sectors which are often referred to as “industry positions” in contrast to academia.

You use a resume to provide a brief summary of your work experience, skills, achievements and education. When compiling a resume, *adapt information* about yourself for each specific position you apply for. It should typically be just one or two pages. Remember, a good resume is *no more than 2 pages* long (typically *only one page* in length). So, utilize your space effectively!

A resume typically includes a professional or “summary” statement, a dedicated skills section and a condensed description of your recent and relevant professional achievements listed in reverse-chronological order, starting with your most current job.

You may also choose to share your education experience, relevant professional associations you’re a part of or volunteer work. If you have little or no professional work experience, you might list relevant internships, apprenticeships, volunteer work or personal projects instead.

## *Resume template*

### **YOUR NAME**

Phone/WhatsApp/Viber | Email | Address

Online Portfolio/Professional Website (Optional)

### **PROFESSIONAL SUMMARY**

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you’re looking for in your next role.

### **EXPERIENCE**

**Title**  
**(Current)**

**Start Date - End Date**

**Company Name, Location**

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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**Title**  
**Date**

**Start Date - End**

**Company Name, Location**

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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## **SKILLS**

[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

## **EDUCATION**

**Degree Type, Major (if applicable)**

**Month/Year of Completion**

Institution Name

## **CERTIFICATIONS**

- **[Certification]**, [Certifying organization] - [Year earned]

## **AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)**

- Award, recognition or volunteer work  
Date
- Award, recognition or volunteer work  
Date