



Resume vs. Curriculum Vitae

What is the difference and when should I use them?



Difference

- Length
- Contents
- Purpose

Resume



Relevant to the perspective JOB

- Concise collection of professional experience, skills and qualifications (1-2 pages)
- Used for application to industry specific jobs in the private or public sector.
- Term used primarily in the US and distinct from CV.

Curriculum Vitae



History of Professional AND Academic credentials and accomplishments

- Detailed historical description of coursework, research, publications, and presentations. (Unlimited pages)
- Used for application to ACADEMIC roles, programs, fellowships, research, and teaching positions.
- Term used in other countries to describe a resume or a CV.

Format

Resume

Summarization of career, skills and education

1. Name and Contact Information
2. Summary or objective
3. Professional History
4. Education
5. Skills
6. Optional: Awards, Achievements, Hobbies, Interests



Curriculum Vitae

Chronological order

1. Name and Contact Information
2. Academic History
3. Professional Experience
4. Qualifications and Skills
5. Awards and Honor
6. Publications and Presentations
7. Professional Associations
8. Grants and scholarships
9. Licenses and certifications

Teaching, Publications, Presentations???

*“No **Teaching Experience**? If you have no teaching experience, you must prove to your potential employers that you're an expert in your chosen academic field and that you have the ability to instruct.”*

Reference: careertrend.com/how-7992282-write-teacher-job-teaching-experience.html

*“The reason 99% of all **stories written** are not bought by editors is very simple. Editors never buy manuscripts that are left on the closet shelf at home.”*

Reference: John Campbell, [The Little Black Book of Writers' Wisdom](#)

*There was a **presentations** at the end of almost EVERY doctoral course.*



When to start developing your CV?

CURRICULUM VITAE 2

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CAREER OBJECTIVE
Searching for a part-time professor position with Indianapolis area colleges and universities utilizing exceptional presentation, training, and communication skills to expand the minds of students.

EDUCATION

Ed.D. Student	Doctor of Education in Organizational Leadership Franklin University, Columbus, OH	in progress
MS	Organizational Leadership and Supervision Purdue University, West Lafayette IN	May 2013
MS	Therapeutic Recreation Indiana University, Bloomington IN	December 1995
BS	General Studies Indiana University, Bloomington IN	May 1994

WORK EXPERIENCE

- Director of Human Resources, Ivy Tech Community College, Indianapolis IN, May 2016-present
- Training Specialist, Ivy Tech Community College, Indianapolis IN, May 2014-May 2016
- Talent Development Acquisition Coordinator, Ivy Tech Community College, Indianapolis IN August 2013 – April 2014
- Senior Program Director, YMCA of Greater Indianapolis, Indianapolis IN February 2002- January 2013

TRAINING EXPERIENCE

Ivy Tech Community College, Indianapolis IN, August 2013 - present

- New Employee Orientation
- Conflict Management
- Team Building
- Giving Feedback
- Supervisor Education

YMCA of Greater Indianapolis, Indianapolis IN, February 2002 – January 2013

- HR Basics for Front-line Supervisors Part I/II
- Fiscal Management & Budgeting
- Program Management

CURRICULUM VITAE 3

- International Initiatives
- Volunteerism
- Safety & Risk Management
- Child Abuse Prevention
- Recruiting, Interviewing & Selection

CONFERENCE PRESENTATIONS

"Developing Impactful, Feasible and Implementable Supervisor Training on a Large Scale,"
CUPA-HR Annual Conference and Expo, October 2018

PUBLICATIONS

CUPA-HR Wildfire Program Has "Sparked a Fire" Me
Publication date Mar 23, 2016, CUPA-HR News

HONORS AND AWARDS

The Ph.D. Project Conference, Ph.D. Project, 2017
The opportunity was given to a limited number of participants from across the United States to learn about various aspects of doctoral programs.

CUPA-HR Wildfire Program, CUPA-HR, 2015
One of six selected to participate in a year-long development program. The Award is given once annually to new human resources professionals demonstrating great potential leadership.

Executive Journey Fellow, United Way of Central Indiana, 2008
Awarded to youth workers who demonstrate the commitment to continued youth work and have a demonstrated need for respite and renewal to continue doing youth work.

UNIVERSITY AND COMMUNITY SERVICES

• Professional in Human Resources (PHR)	2016-pre.
• College and University Human Resource Professionals	2015-pre.
• CUPA-HR Indiana Chapter President-Elect	2017-2019
• CUPA-HR Indiana Chapter President	2019-2021
• Coalition of 100 Black Women, Indianapolis Chapter, 3 rd Vice President	2016-2020
• Coalition of 100 Black Women, Indianapolis Chapter, Rec. Secretary	2020 –pre.
• President, Indianapolis Alumnae Chapter, Delta Sigma Theta Sorority	2011-2013
• Treasurer, Indiana Association of Prevention Professionals	2008-2010
• Board member, Indiana Association of Prevention Professionals	2006-2010
• Grant Review Committee, Drug-Free Marion County	2007-pre.

Let's Chat

Questions
Advice
Experience





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