



## Refreshing your Resume

### What is the difference between a CV and a Resume?

For US-based companies, a resume and CV are typically used differently:

- A resume is 1–2-page document that highlights your relevant experience and skills specific for a job. The recommendation is 1 page per decade of experience.
- A CV is a comprehensive overview of professional and academic achievements. It is more commonly used to apply for academic positions, grants, fellowships, research positions, and in certain countries.

### How to Update your Resume:

1. Ensure current contact information is updated (name, phone number, and email address).
2. Avoid adding demographic information that is not related to the job qualifications, such as gender, marital status, or age.
3. Use a readable font such as Arial, Calibri, Times New Roman, or Cambria.
4. Bold the major sections such as Education, Background, Professional Experience, Skills, etc.
5. Include completed education.
6. Highlight relevant work experience, including skills demonstrated (use action verbs) and key accomplishments/results in role. These results should have metrics if available (e.g., led initiative to increase x percentage).
7. Use simple and direct statements, with terms that are universally known.
8. Keep the resume relevant by not going too far back in time.
9. List key relevant professional associations and certifications.
10. Give your resume a simple format, with limited color and graphics.

### How often should you update your resume?

Keep your resume updated with new jobs, certifications, results, and any new relevant qualifications or skills you have developed. Review and refresh the information in your resume periodically, at least twice per year.

#### Sources

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[www.themuse.com/advice/how-to-update-your-resume-in-30-minutes-and-turn-in-an-impressive-typofree-version](http://www.themuse.com/advice/how-to-update-your-resume-in-30-minutes-and-turn-in-an-impressive-typofree-version)

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