



## INTERNATIONAL RESUME

### *European and Asian Curriculum Vitae*

Curriculum Vitae (or CV) is a Latin term which means “the course of my life.” Curriculum Vitae (or vita) is the name used in European and Asian countries to describe a résumé. England, Canada, and Australia also oftentimes use the term curriculum vitae when referring to a standard résumé for job application purposes. So, in international settings, a curriculum vitae is just another name for a resume.

The European version of a curriculum vitae differs significantly from what’s known as a CV in the United States. A CV in the US refers to the style of resume used in science, academia and research. Much longer than the standard resume, it focuses heavily on academic achievements, scholarly research, postsecondary teaching, professional publications, awards, and grants.



In international settings, a CV is a short document, no more than two pages, containing only a summary of the job seeker's employment history, qualifications, education, and also some personal information.

While international CVs use many of the same rules as American résumés, international CVs are likely to include details that are typically inappropriate on American résumés. It may include personal information that is not typically disclosed on US resumes. On international CVs, for example, date of birth and family information might be included.

International CVs typically avoid promotional language and tend more towards describing experiences and activities using more factual and objective language. While US résumés should also be concise and non-narrative, there is more leeway on a US resume for promotional language, subjective statements, and personality traits than on an international CV.



### *Creating a Curriculum Vitae*

When writing an international CV, only include information directly related to the job for which you’re applying. As on a US resume, it is not necessary to include a complete employment history.

An international CV is usually limited to two pages (similar to a basic resume in the US) for an entry-level candidate and no more than four pages for a seasoned professional with 20 years of experience (For experienced professionals in the US, 8-10 pages is not uncommon). A lengthy or overly-detailed resume is considered excessive in international settings.

Like resumes in the US, international CVs are not written in narrative form. They do not use formal sentence structure, but, instead use a bulleted list format to present the information.

The real differences between an American resume and a European/Asian CV are more related to content and tone and less related to the format.

### *Content and Tone of a Curriculum Vitae*

When writing an international CV, use language that is more objective and factual. In international settings, there is less tolerance for CVs that use subjective statements and promotional language (as might be commonplace in a US resume). European and Asian employers dislike any statements that sound like bragging or boasting. Descriptions on an international CV should be lean and concise with no embellishment. Use adjectives sparingly. All of the information should be presented as if you are stating the facts.

An American resume not only describes your job functions and tasks, but also describes the manner in which you performed those tasks and the skills you used. An international CV only describes your functions and tasks. While it is fairly standard for an American resume to discuss accomplishments, writers of international CVs need to be careful in avoiding anything that sounds like boasting or exaggerating.

**Examples:**

American – Provided friendly and attentive customer service  
European – Provided customer service

American – Managed office procedures in a smooth and efficient manner

European – Managed office procedures

American – Applied extensive product knowledge to thoroughly address client concerns

European – Applied product knowledge to address client concerns



In discussing knowledge, experience, and skills, avoid the use of adjectives and modifiers. Plainly state your knowledge, experience, and skills without including words like (for example) strong, excellent, extensive, outstanding, thorough, and well-developed.

Do not list personality traits. On an American resume, a candidate might say they are dedicated, conscientious, resourceful, and diligent. They might say they are a quick

learner, a team player, or a hard worker. Such subjective descriptors should be avoided on an international CV.



**Personal Elements of a Curriculum Vitae**

American CVs never include personal information such as marital status or age. In Europe, however, it's more common (and more acceptable) to include personal information such as gender, nationality, family background, or hobbies. In addition, many European employers expect you to include basic information about your high school experience, even if you have a college degree. Some parts of Asia might require the applicant's photo, date of birth, and most recent salary information.

Contact information on an American resume is brief and includes no demographic or personal data. On an international CV, by contrast, such information is somewhat more expanded.

**Example:**

American -  
Birmingham, Alabama | 205-123-4567 | jsmith@gail.com

European-  
123 Main Street, Birmingham, Alabama 35205, USA  
205-123-4567 | jsmith@gmail.com  
DOB 10 Oct 1995 | Male | Family: Fall River, Massachusetts  
Nationality: Portuguese | Marital Status: Single  
Hobbies: Reading, Gaming, Traveling, Soccer

