



## Monday Morning Practice Pearls #5

### Why should a Nurse have a Curriculum Vitae (CV)?

Nursing practices may differ among job titles in different practice settings. One job title may not always accurately reflect the role and responsibilities. The CV allows the nurse to provide clear descriptions of professional accomplishments and showcase their knowledge, skills, and expertise. CVs are used in academic and research settings.

In addition to the CV, there is also a resume. The primary differences between them are length, content, and purpose – see tables below.

#### Curriculum Vitae

- Latin for “course of one’s life”- provides detailed description of a candidate’s educational background and professional accomplishments
- No size limitations; multiple pages
- Opportunity to showcase knowledge, skills, and expertise
- Continues to document credentials and achievements
- Comprehensive, detailed information
- Used in academia, medicine, nursing, and the sciences

#### Resume

- French word for “summary” is a synopsis of a candidate’s educational and professional achievements
- 1-2 pages, health care resumes may be longer
- Brief listing of work and skills
- Used in industry, jobs outside of academia, medicine, or sciences

One of the most important things to remember when working on your CV is that there is not one standard format. Here are some sample headings commonly included in a CV:

- Education
- Licensure/Certification
- Honors and awards
- Employment and work experiences including responsibilities and activities
- Professional memberships
- Professional activities
- Scholarly work including: presentations and publications
- Community service activities

It is the goal of the ORN that all research nurses will have a CV. Educational resources and a checklist are provided on the wiki page under *Professional Development Resources*.