



**ANTHROPOLOGY
CAREER READINESS
NETWORK**

Resumes, CVs, Portfolios, and Bios, Oh My!

Ways You Can Introduce Your Work Experience & Expertise

Learn about resumes and CVs below. Flip the page over for portfolios, bios, and more.

	Resume	Curriculum vitae (CV)
Definition	A description of your qualifications for a particular position, written in bulleted form	A complete list or record of your areas of expertise and experience
Value	<i>Relevance</i> to job description	<i>Comprehensiveness</i> of career details
Content	Contains your contact information; professional summary or objective statement; work history including volunteer work; skills; education	Contains your contact information; degrees; work history; publications; awards, honors, and grants; licenses; courses taught; languages; presentations and workshops; professional affiliations
Format	<ul style="list-style-type: none"> • Is typically one page in length • Often appears on a visually-appealing template • Begins with your career objective and work history followed by skills and ending with education • Outlines work experience details using action-oriented verbs and specifying outcomes, often through percentages and numbers; presents information in reverse chronological order • Requires careful word choice that is consistent with job description since resumes are typically read by bots 	<ul style="list-style-type: none"> • Has no page limit • Begins with your educational degree(s) and work history; then typically organized into research, teaching, and service • Lists specific details of professional activities including type, dates, and citations • Presents each set of activities in reverse chronological order
Usage	<ul style="list-style-type: none"> • Submitted with most job applications; customized for each application 	<ul style="list-style-type: none"> • Submitted by those who have or seek a doctorate (e.g., PhD, MD, JD) when applying for research and/or teaching in higher education; not usually customized for each job application

	Portfolio	Professional Bio
Definition	A collection of your work which portrays your expertise visually such as through photographs, videos, graphics, project templates, designs, websites, creative writing samples	A prose description serving as both summary and marketing document with your key career details and accomplishments
Value	<i>Creativity and tangible evidence</i> showing examples of your professional work	<i>Flexibility</i> as an alternative to a CV, resume, or portfolio
Content	Contains your contact information; current employment; current and past roles; areas of expertise; work experience; relevant achievements including notable awards and publications; education	Contains your contact information; career summary linked to resume; biography emphasizing the professional over the personal; work samples highlighting relevant expertise including awards; statement that portfolio is original
Format	<ul style="list-style-type: none"> • Is multiple pages in length • Contains visual images and text • Is usually digital 	<ul style="list-style-type: none"> • Is one page (or shorter) in length • Typically appears on letterhead
Usage	<ul style="list-style-type: none"> • Submitted with a job application to supplement a resume; often shown during a job interview; associated especially with the creative industries (e.g., design, architecture) 	<ul style="list-style-type: none"> • Offered by consultants, researchers, writers, entrepreneurs, and others who provide specialized expertise and services

More Resources

- [Career Readiness Commission Website: Anthrocareerready.net](https://anthrocareerready.net)
- [American Anthropological Association \(AAA\) Career Development YouTube Playlist](#)
- [Anthropology Careers & Employment: AAA Job Center](#)
- [National Association of Practicing Anthropology \(NAPA\) Mentoring & Career Resources](#)
- [EPIC](#)
- [Linguistic Society of American Career & Professional Development Resources](#)
- [American Association of Biological Anthropologists Careers Page](#)
- [American Alliance of Museums Professional Development Programs](#)
- [American Cultural Resources Association Continuing Education](#)
- [Society for Archaeology: Archaeology as a Career](#)
- [American Association for State and Local History: ARCUS Leadership Program](#)



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