



Ready Reference E-13

Preparing A Vita

Vitas and résumé serve similar purposes – they are marketing documents that provide key information about the skills, experiences, education, and personal qualities that show one as the ideal candidate. Where a résumé and curriculum vitae differ is their focus, format, and length.

A curriculum vita – often called a CV or vita -- tends to be used more for scientific and teaching positions than a résumé. These are more common for individuals in higher levels of education, research, or the educational realms. Thus, vitas tend to provide great detail about academic and research experiences. Where résumés tend toward brevity, vitas lean toward completeness.

Unlike résumés, there is no set format to vitas. This article will provide a few samples, but it is best to discuss any special formatting your field requires with a mentor or trusted member of the professional network.

While vitas do not have the one-page rule of résumés, one must walk the line between providing a good quality of depth to showcase your qualifications and attract potential employer interest, and providing too much information. Too much information may cause the vita to appear verbose and turn off potential employer interest.

Ready to Begin?

Typical vita categories or headings may include some or all of the following:

Personal Information

- Name
- Address
- Phone number(s)
- Email

Academic Background

- Undergraduate and postgraduate work
- Graduate work/degree(s), major/minors, thesis/dissertation, titles, honors

Academic/Research Interests Professional

Licensure/Certifications Academic

/Teaching Experience

- Courses taught, courses introduced
- Innovation in teaching

Technical Related/Other Experience

Professional/Academic Honors and Awards

/Professional Development

- Conferences/workshops attended, other activities

Research/Scholarly Activities

- Journal articles
- Conference proceedings
- Books
- Chapters in books
- Journal articles
- Papers presented
- Work currently under submission
- Work in progress
- Grants

Service

- Academic
- Professional
- Community

Affiliations/Memberships Foreign

Language Abilities/Skills Consulting

Experience Volunteer Work References

If you would like assistance putting your vita together, please see the CEAT Graduate Specialist or Graduate Career Consultant in 350 Student Union.