

Curriculum Vita

A Curriculum Vita is a detailed document traditionally used in the academic community citing degrees, teaching and research experience, publications, presentations and related academic activities for the purpose of demonstrating qualifications for a particular position or type of position. It is generally three or more pages long and is used for higher education positions.

A Resume is a document that summarizes qualifications, education, work experiences, skills and abilities that include community and other non-academic pursuits to focus attention on an individual's strongest qualifications for a job opportunity. A resume is one or two pages in length.

In general, businesses, service agencies, public and private schools will want a resume. Universities, colleges and research institutions will expect a curriculum vita.

Preparing a Vita

Both a resume and a vita should be tailored to maximize an individual's qualifications for a specific position. It is critical that the information is accurate and current.

Headings should be used to keep the document focused and orderly.

Both headings and sub-headings are useful in highlighting important information.

Standard headings include but are not limited to:

- Education - include dissertation title and advisor
- Related Professional Experience
- Teaching Experience
- Grants and Fellowships
- Professional Affiliations
- Awards, Honors and Patents
- Publications
- Presentations
- Research
- Community Involvement
- References

Helpful Hints

- Pay careful attention to the organization of your document so the reader does not perceive you as careless and lacking attention to details
- Be consistent and do not exaggerate
- Always use reverse chronological order in all headings – list present first; then proceed with earlier items
- Use only phrases with little punctuation
- Do not include photos
- Documents should be word processed on white paper
- Grammar, spelling and typing should be flawless
- Name and page number on each page (after 1st page)
- The month/year that your vita was written or updated should be on the first page instead of the page number
- Font size should be 10-12
- Margins must be 1" to 1 1/2"