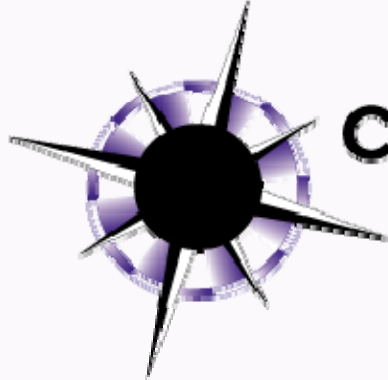


# Vita Writing

is brought to you by:



**Career and Employment Services**  
*Guiding You from College to Career*  
**Kansas State University**

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# Vita Defined

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- Curriculum Vitae (CV)

“Course of one’s life” -- Merriam-Webster

- Comprehensive, biographical statement emphasizing professional qualifications and activities



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Differences between a CV & Resume

# **CV OR RESUME?**

# Vita vs. Resume

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## Vita

- ❑ Thorough
- ❑ Multiple pages
- ❑ Academia
- ❑ Specialized

## Resume

- ❑ Brief
- ❑ One page+
- ❑ Business
- ❑ Standard

# CV / Resume Commonalities

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- Both are marketing documents
- Both describe past but determine future
- Both share purpose of getting an interview

# First Steps

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- Create inventory
  - Teaching, service and research
- Review examples in your field
- Seek advice from mentor

# Getting Started

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- Consider your audience and the purpose
- Eventually need to develop multiple versions to highlight skills for specific situation/ job
  - Academic positions at research Universities
    - Emphasize Research experience
  - Academic positions at Community Colleges
    - Emphasize Teaching experience
  - Business or Industry
    - Emphasize quantitative, professional writing, or other transferrable skills

# Content Guidelines

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- Organize in reverse chronological order
- Place important items on first page
- Keep readers in mind
  - Common language for audience
    - Non-Technical position/reviewers – keep general
    - Technical position or field – use specific info and key wording for industry



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Headers to include as appropriate

# **VITA SECTIONS**

# Overview of Categories to Consider

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- Education
- Dissertation title
- Research Experience
- Teaching Experience
- Relevant / Professional Experience
- Publications
- Presentations
- Internships/practica
- Technical skills
- Professional Memberships
- Grants
- Language abilities
- Awards

# Key Vita Sections

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- Contact information
  - Name, email, address(es), phone number(s)
    - List graduate office if comfortable with this
  
- Education
  - Graduate work / degree(s)
    - Specialization, thesis/dissertation, honors
  - Undergraduate degree(s)
    - Major/minor, honors
  
- Research
  - Publications, Presentations, Poster Sessions, Areas of Specialization

# Additional Sections

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## □ Experience

- Academic / Teaching Experience
  - Courses, competencies, innovations, evaluations
  
- Relevant / Professional Experience
  - Reverse chronological OR
  - Functional categories
  - May include PT/FT and paid/non-paid
  
- Technical / Specialized Skills
  
- Other Experience

# Sections to include for Academia

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- Professional licenses / certifications
- Publications / scholarly activities
  - Journal/magazine articles, conference proceedings, books, papers presented, workshops, ezine articles, work in progress
- Grants
- Affiliations / membership
- Honors and awards
  - Separate or in Education

# Other Possible Sections

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- Professional development
  - Conferences attended, other activities
  - Educational travel
- Academic / research interests
- Foreign language abilities / skills
- Consulting
- Community involvement
- Qualifications or summary of skills
- References
  - Main document or separate addendum



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Overall Look of Vita

# **FORMATTING**

# Format Tips

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- ❑ Do not lead with dates
- ❑ Be consistent with indenting, uppercase, bold and italics
- ❑ Avoid < 10 point font
- ❑ Include name on each page

# Organization

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- Education should be first section
  - Include dissertation title
  
- Order of other sections depends upon what is most important to your audience—
  - Applying for a teaching position, list teaching experience as the next section following Education
  
  - Applying for research-oriented position, list your research and publications after Education
  
- Try to get your most relevant info on first page

# Describing Your Experience

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- Use action verbs and short phrases rather than full sentences
  
- Include information giving details such as
  - Number of students taught
  - Course content
  - Research methods used
  - Technology emphasized
  - Type(s) of pedagogy implemented

# Example: Teaching

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- Taught Introductory Economics to two classes of over 150 students each
- Developed syllabus and lecture notes, graded assignments and exams
- Implemented interactive group project to compare economic structures for first and third world countries

# Example: Research

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- Purified and quantified protein using HPLC, SDS-PAGE, spectrometer, ELISA
- Conducted quantitative research within 2% error ratio for test subjects

*Caution: Be careful using abbreviations or acronyms!*

- Must be recognizable to audience. If you're not sure, write out the words instead.

# Length

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- As new professional this “everything” CV will probably be your main version
- Keep one version that is a running list of everything
  - Over time you will pick and choose which elements to include for specific positions
- Some instances may require a 1 pg CV

# Have it Reviewed

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## □ CES can help

- Review for format
- Organizational tips
- Proofing for clarity
- Effective descriptions

## □ Faculty Member

- Content and accuracy for field or industry
- Your department can confirm conformity to standards of your academic discipline



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Comparable resumes

**MORE RESOURCES**

# Further Info & Sample CVs

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## □ UC Berkeley Career Center

- <https://career.berkeley.edu/PhDs/PhDs.stm>

## □ Virginia Tech Career Services

- <http://www.career.vt.edu/JOBSEARC/Resumes/vitae.htm>

## □ Duke University

- [http://career.studentaffairs.duke.edu/graduate/find\\_job/apply/cv.html](http://career.studentaffairs.duke.edu/graduate/find_job/apply/cv.html)
- <http://career.studentaffairs.duke.edu/pdfs/cvhumanities2.pdf>

## □ Florida Atlantic University

- <http://wise.fau.edu/cdc/students/resume/cvsamples.php>

## □ University of Illinois

- <http://www.grad.uiuc.edu/careerservices/academic/cvs>
- <http://www.grad.illinois.edu/careerservices/academic/cvs/SampleCVs.pdf>

# Available Books

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- Available for checkout at Career & Employment Services
  - Curriculum Vitae Handbook
  - The Academic Job Search Handbook

# Various Job Websites

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- Chronicle of Higher Education: [www.chronicle.com](http://www.chronicle.com)
- Higher Ed Jobs: [www.higheredjobs.com](http://www.higheredjobs.com)
- Academic 360: [www.academic360.com](http://www.academic360.com)
- University Jobs: [www.universityjobs.com](http://www.universityjobs.com)
- USA Jobs: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)
- Idealist: [www.idealists.org](http://www.idealists.org)
- Indeed: [www.indeed.com](http://www.indeed.com)

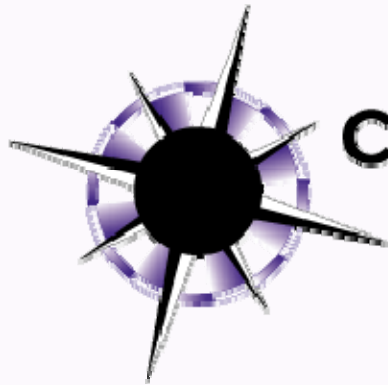
# References for Presentation

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- ❑ Heiberger, M. M. & Vick, J. M. (2001). *The Academic Job Search Handbook*. Philadelphia: University of Pennsylvania Press.

# Vita Writing

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