

## **Differences between a Resume and Vita**

- A Vita is a comprehensive biographical statement. It is usually three or more pages in length and emphasizes an individual's qualifications and activities. Unless a vita is requested, you should send a resume. Organize your vita so that your strongest qualifications stand out when skimmed.
- A vita is often used in the field of higher education and concentrates on academic pursuits, omitting material not directly related to educational background and achievement. It is appropriate for Ph.D.'s, M.F.A.'s, and M.A.'s seeking teaching or research positions.
- A vita should address faculty roles such as: teaching - courses taught and courses developed, research, and service as well as professional associations and presentations.
- A resume is usually one or two pages. It is a summary of an individual's personal, educational and work related experience that demonstrates why this person is qualified for a particular position. An individual's strengths and qualifications are the focus of a resume. Basically, it summarizes the educational preparation and any experience relevant to one's career objective.

## **Purposes of a Vita**

A vita has many purposes:

- Locate or change positions
- Update personnel records
- Respond to public announcements
- Re-enter the labor market
- Provide information for professional activities

Besides serving as a job search tool, your vita is useful in other ways:

- A supporting document with a grant or contract funding proposal
- Requirement for annual review by your employer
- Requirement during application process for membership in a professional organization
- Background statement for an introduction to an important convention presentation
- May accompany a portfolio

## **Getting Started:**

Begin your vita preparation by brainstorming. List everything that you can imagine could be included – both your educational and professional history – being careful not to overlook anything. Once you feel you have covered everything, you will decide what to include and what to exclude. Write a draft and experiment with format and relevant information.

Depending on your reader, your vita will change somewhat. It is important to keep up-to-date information on hand so you may adapt your vita to fit various needs. It is suggested that you update your information at least once a year, preferably monthly.

Essential when putting together a resume or vita:

- Clarity: make your presentation clear and concise
- Consistency: do not mix categories and dates
- Conciseness: summarize and highlight. Do not pad.

***(OVER)***

## Tips:

A vita should not include: sex, age, height, weight, marital status, dependents, race, ethnic background, or religion.

## Form and Style:

Although there are no set rules or prescribed formats for a vita, below are some simple suggestions to follow when putting together a vita:

Style: short phrases, action verbs, succinct word choices

Paper: 8/12" x 11", 20 lb. weight and 25% rag content, white or light-colored paper

Margins: 1"x 1 1/2"

Typing: error free

Ink: black

Photos: cannot be required and probably should not be used

Name: should appear on each page of your vita

## Outside Readers/Critics:

Have people proof your vita. Personnel reviewers spend less than one minute reviewing a resume or vita. Impressions are formed quickly. Several suggestions for selecting proof readers:

- A professional person who knows you well enough to spot any significant information you may have left out.
- A professional person who does not know you well and will read critically (Important choice since most of your readers will be this nature).
- A hiring personnel officer you know.

## Things to include:

Academic Preparation

Thesis

Professional Competencies

Scholarly Works

Related Experience

Languages

Affiliations/Memberships

Certificates

Areas of Knowledge

Academic Accomplishments

Programs and Workshops

Publications

Professional Organizations

Education

Dissertation

Teaching Experience

Professional Service

Conference Workshops

Honors and Awards

Committee Leadership

Special Training

Administrative Experience

College Activities

Special Honors

Academic Awards

Educational Interests

Master's Project

Principal Teachers

Articles/Books

Internships

Grants Awarded

Foreign Study

Fellowships

Licensure

Consulting Experience

Research Interests

Credentials

Resources used for this handout:

*Demystifying the Vita*, by R. Anthony and G. Roe

*Developing a Professional Vita or Resume*, by C. McDaniels

*The Academic Job Search Handbook*, by M. Heiberger and J. Vick

*Writing a Vita*, by Rector and Vistors, University of Virginia

FOR FURTHER INFORMATION, VISIT THE CAREER CENTER, H. WILLIAM CLOSE (BA) BLDG., 6<sup>th</sup> FL.

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