



Curriculum Vita Writing

AUBURN UNIVERSITY CAREER CENTER

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HOW ARE A RÉSUMÉ AND VITA DIFFERENT?

From a design stand point, they are very similar. However, rather than only relaying related information to the position you are seeking as you would with a résumé, a vita is a comprehensive biographical statement. Some people actually use the terms interchangeably so you may want to confirm what they are requesting.

A vita is...

- Usually three or more pages in length with your strongest qualifications listed first.
- Often used in higher education for those pursuing teaching, research positions or administrative positions.
 - For example, someone pursuing a teaching position would include: courses taught and developed, research experience, professional association memberships and presentations.

A résumé is...

- Usually one or two pages.
- A summary of an individual's personal, educational and work related experience that demonstrates why you are specifically qualified for a particular position.

PURPOSES OF A VITA

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

Beyond a job search tool, your vita may also be a...

- Supporting document for grant/contract funding proposal.
- Requirement for annual review by your employer.
- Required piece of application to professional organization.
- Background statement used for your introduction to an important convention presentation.
- Piece of your portfolio.

HOW TO GET STARTED ON YOUR VITA

Begin your vita preparation by brainstorming. List everything that you can imagine that 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.

It is essential to consider the following when putting together a résumé or vita:

- **Clarity:** Make your presentation clear and concise.
- **Consistency:** Do not mix categories or dates.
- **Conciseness:** Summarize and highlight. Do not pad.

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," white or cream resume weight paper
- **Margins:** One inch
- **Typing:** Error free
- **Ink:** Black
- **Photos:** Cannot be required (in U.S.) - do not use
- **Name:** Should appear on each page of your vita

OUTSIDE READERS/CRITICS

Have several people proof your vita. Employers spend less than one minute reviewing a résumé or vita, and impressions are formed quickly.

When selecting a proof reader, pick someone who...

- Knows you well enough to spot significant information you may have left out.
- Does not know you well and will read critically (Important choice since most of your readers will fall into this category).
- Is in a position to hire people (hiring manager).
- Is a professional career counselor/coach (walk-in hours in 303 Martin Hall and eresume@auburn.edu are good options).

SUGGESTED TOPICS FOR VITA HEADINGS

Academic Preparation
Academic Background
Education
Educational Background
Educational Overview
Professional Studies
Degrees
Principal Teachers
Thesis
Master's Project
Comprehensive Areas
Dissertation
Dissertation Title

Professional Competencies
Professional Highlights
Course Highlights
Proficiencies
Areas of Knowledge
Areas of Expertise
Areas of Experience
Concentration in Graduate Study

Professional Experience
Professional Overview
Professional Background
Teaching Experience
Experience Summary
Experience Highlights
Research Experience
Administrative Experience
Consulting Experience
Related Experiences
Distinctions
Academic Service
Professional Service
Faculty Leadership
Committee Leadership
Departmental Leadership
Professional Activities

Scholarly Presentations
Conference Presentations
Convention Addresses
Workshop Presentations
Programs and Workshops
Conference Participation
Conference Leadership
Recommendations
Memberships

Affiliations
Professional Memberships
Memberships in Scholarly Societies
Professional Organizations

Professional Certification
Certificates
Licensure
Special Training
Teaching Interests
Academic Interests
Research Interests
Educational Interests
Professional Interests

Scholarships
Fellowships
Academic Awards
Internships
Teaching/Research Assistantships
Graduate Fieldwork
Graduate Practica

Publications
Scholarly Publications
Scholarly Works
Books
Professional Papers
Articles/Monographs
Reviews
Exhibits/Exhibitions
Arrangements/Scores
Performances
Academic Accomplishments
Special Honors

Activities and Distinctions
Honors and Awards
Prizes
College Activities

Foreign Studies
Travel Abroad
Languages
Language Competencies

Dossier
Credentials
Placement File
References